

Group 4

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## **Project Overview:**

The goal of this project is to provide a user with an entertainment solution that offers new and refined ways to relax and use entertainment easily and intuitively in their homes.

Home entertainment is a large market, and nearly every person has some preference for how he/she wants to use entertainment in his/her home. People also have various complaints about existing systems and ways that these systems can be refined and adjusted to suit their needs. Our goal is to meet some of these needs and expectations in new and creative ways by identifying a problem within home entertainment and offering a solution to this problem.

## **Contact Information:**

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## **Expectations:**

Our expectations as a group are the following:

- **Communicate and communicate early**
  - Communicate through GroupMe for group related material such as general project questions, deadlines, roles, group opinion.
  - Communicate through preferred methods to individuals when asking specifics from another person so as not to clutter the group chat.
- **Avoid procrastination**
  - All material will be completed at least one day before the final deadline to ensure a quality submission and to avoid last minute disasters.
- **Ask for help when needed and ask early**
  - On the occasion that a group member is confused or unsure as to how to complete a task, he should immediately contact a member or the group as a whole about how to complete his part.
  - The group will manage to the best of its ability to accommodate the confusion or lack of ability or understanding.
- **Comment code appropriately**
- **Handle disputes according to the conflict resolution procedures**
- **Take meeting minutes**
  - Not every person, but at least one should record the meeting minutes and distribute this information to the group after the weekly meeting
- **Attend every meeting**
  - An occasional absence is permitted given that the group member has properly contacted the group about the absence. It is expected that that the absent will remain in contact with the group about the direction of the project. The absent will send in his thoughts regarding the meeting minutes.
- **Be prepared for additional meeting times**

### **Roles:**

- **Project Lead:** Sam Vensel
  - In charge of customer interactions, team organization, and conflict resolution.
- **Design Lead:** Michael Culleton
  - In charge of overall design choices and frontend decisions.
- **QA Lead:** Keven Fuentes
  - In charge of making sure all facets of the project pass quality control.
- **Technical Lead:** Matt Higgins
  - In charge of implementation for the backend facets of the project.

### **Communication Strategies:**

- **Programming language**
  - Java
- **IDE**
  - Eclipse
- **Contact**
  - GroupMe
    - General group messaging
  - Individual contact info
    - More specific questions to a particular person
  - Skype or similar voice chat system
    - Rarity, but in case of emergency help or emergency meeting

### **Meeting Information:**

- **Meeting Time and Place**
  - Each team member must be prepared for a meeting every Friday from 2:30 to 3:30 in Cooper Library.
  - In the case of a call for an additional meeting, the team member or members calling for the additional meeting must inform the entire group to confirm that the other team members will be able to attend.

### **Decision Information:**

- **Discuss all criteria**
  - We will thoroughly discuss the various aspects of a decision (time, effort, responsibility, etc.) before voting on a final decision as a group.
- **Encourage ideas**
  - We will encourage ideas and opinions from all team members on the topics before a final decision is made.
  - All team members are expected to give their input on the matter before a decision is reached.
- **Voting for group decisions**
  - We will pursue a decision only if the majority of the team members agree. If there is a tie in voting for a final decision, a reviewing of the current information must be done again until a side has the majority of votes.
  - If there is a persisting stalemate that is beginning to stall the project and no rational method can break the tie, a side must be chosen at random in order to move on and not block the project's progress.

### **Conflict Resolution Procedures:**

- **Event of a conflict**
  - In the event of a conflict between team members that cannot be solved swiftly, the whole team must meet in order to solve the problem as a group.
  - Conflict will occur during the project, and it will be utilized as a learning experience for the entire group.
- **Open mindedness for conflict resolution**
  - All members of the group must be open to hearing out the other party that they are having a conflict with in order for quick and effective conflict resolution that finds common ground.
  - Once each party has been heard and defended their side of the conflict, the team will collectively come up with a solution.
- **Procedure for termination**
  - If a team member shows a lack of care or responsibility for the project, the team will meet to outline the problems that they see with the team member and discuss, as a team, how they can be solved.
  - Notes of the agreement among the team will be kept to ensure that they are clear and understood by all team members.

- The team member will be given a warning that indicates that another incident showing lack of care for the project and its success will lead to a vote among the team to terminate the member or allow him a chance to continue a part of the team.
- The termination vote should be completed once all accounts from the teammates have been heard and there is sufficient evidence showing that the team member's actions will not allow the team to succeed or complete the promises that it had previously made to the customer.
- If the team votes for termination, Dr. Plaue will be notified and the agreement notes and solution for the first offense will be shown along with evidence of the failure to follow the solution that all team members had agreed upon for him to review and make the final decision.

- **Unexpected life event**

- If a team member is not able to finish his part of the work because of an unexpected life event, the team member must notify the team and Dr. Plaue.
- In the event of this happening, the team will meet and discuss how to redistribute the work amongst the remaining members that can still participate.
- If the team member has no plans to return the team, the team will split the work of the rest of the project between the remaining members. Otherwise, the current share of the team member's work will be redistributed amongst the group as evenly as possible, and when the team member comes back, the team will meet again.
- In this meeting, the team will inform the returning member of the project status so that they can join and be aware of the team's current objectives and progress. The team will then decide where the returning team member can help, and how they can join without causing disruption to the current work flow.
- The team member will not be made to have a larger workload on their return to the group. Instead, the work will now be evenly spread among the entire team, as was the case before the unexpected life event.

- **Consequences of Termination**

- **Penalties:**

- The team as a whole will be deducted a letter grade from the assignment, as the customer (Dr. Plaue) will not be receiving the quality of work and manpower originally promised at the start of the project.
    - The terminated member will be responsible for completing the project on his own independently of the team.

**Signature Page:**

Signature marks the acceptance of the preceding policies outlined in this contract.

Sam Vensel

x Samuel Vensel

Mathew Higgins

x Mathew Higgins

Keven Fuentes

x Keven Fuentes

Michael Culleton

x Michael Culleton