

Team Name: sdmay25-10

Team Members:

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|-----------------------|--------------------|
| 1) Tessa Lanzel | 2) Molly Rooney |
| 3) May Edel | 4) Paige Schneider |
| 5) Elicia Baranowski | 6) Alexandra Rauer |
| 7) Joshua Chiang Fung | |

Team Procedures

1. Day, time, and location for regular team meetings:
 - a. Monday 1:00 - 2:00 p.m. with advisor and/or client at SICTR
 - b. Wednesday 1:00 - 2:00 p.m. team meeting at SICTR
2. Preferred method of communication updates, reminders, issues, and scheduling:
 - a. Preferred method of communication will be snapchat or face-to-face
 - b. Utilize email to communicate with faculty advisor and client
3. Decision-making policy:
 - a. Group Consensus
4. Procedures for record keeping :
 - a. Molly Rooney will be keeping meeting minutes and will be putting them in the Meeting Minutes folder within the shared Google Drive.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - a. All team members are expected to attend all Monday and Wednesday meetings. If a team member cannot attend a meeting, they must communicate that beforehand.
 - b. All team members should be on time for meetings.
 - c. All team members should be engaged in meetings.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - a. All team members are expected to participate in completing all assignments during the timeline and before all deadlines.
3. Expected level of communication with other team members:
 - a. All team members are expected to communicate when they need help.
 - b. All team members are expected to update the team during meetings about progress.
4. Expected level of commitment to team decisions and tasks:
 - a. All team members are expected to participate in the decision making process and all tasks.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
 - a. Molly Rooney – Team Communications Leader
 - b. Tessa Lanzel – Team Software Product Leader and Client Interaction
 - c. May Edel – Component Design Leader

- d. Elicia Baranowski – Cybersecurity Research and Product Co-Leader
 - e. Alexandra Rauer – Cybersecurity Research and Product Co-Leader
 - f. Joshua Chiang Fung – System Analyst Leader
 - g. Paige Schneider – Development Leader
2. Strategies for supporting and guiding the work of all team members:
 - a. Communication is key, if a team member has something blocking them from being able to complete their task, reach out and let the rest of the team know
 - b. All members will work together to assign tasks and roles that are manageable and realistic to what can be accomplished
 3. Strategies for recognizing the contributions of all team members:
 - a. Each team member will identify the contributions they have made for the week at the team meeting and on the weekly report
 - b. No hidden work, all team members will inform the team about work completed and upcoming planned work

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
 - a. All team members have previous experience with app development from COM S 309.
 - b. We have five Software Engineering students and two Cyber Security Engineering students.
 - c. Two of the the team members have prior experience in Applications Development
2. Strategies for encouraging and supporting contributions and ideas from all team members:
 - a. Each team member brings something different to the project so we are leveraging everyone's talents to complete the project.
 - b. All team members will be accountable to make sure everyone's voices are heard in discussions and that no idea goes unnoticed.
3. Procedures for identifying and resolving collaboration or inclusion issues (e.g., how will a team member inform the team that the team environment is obstructing their opportunity or ability to contribute?)
 - a. Each team member should be open and honest about their feelings in the group and each member of the team should be respectful of one another.
 - b. If one team member's task is obstructed they should move to a different task until the first task is no longer obstructed.
 - i. Team members will identify why their task is being obstructed and communicate what help is needed to move past the obstruction

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
 - a. To get started on 2 working applications (IOS and Android)
 - b. To work well together for the entirety of the project
 - c. To complete all work in a timely manner and with the most effort possible
2. Strategies for planning and assigning individual and team work:
 - a. Each in class assignment will be completed by every member of the group
 - b. Each project based assignment will be distributed among the team members based on their individual strengths and the scope of the task
3. Strategies for keeping on task:
 - a. We will have a tentative schedule for project tasks that will be followed throughout the year.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
 - a. We will have a conversation with the team member in question to resolve the issue.
2. What will your team do if the infractions continue?
 - a. We will get our advisor and/or the professors of the class involved to understand why this has become a blocker.

- a) *I participated in formulating the standards, roles, and procedures as stated in this contract.*
b) *I understand that I am obligated to abide by these terms and conditions.*
c) *I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.*

1) <u>Molly Rooney</u>	DATE <u>9/18/2024</u>
2) <u>Tessa Lanzel</u>	DATE <u>9/18/2024</u>
3) <u>Paige Schneider</u>	DATE <u>9/18/2024</u>
4) <u>Elicia Baronowski</u>	DATE <u>9/18/2024</u>
5) <u>May Edel</u>	DATE <u>9/18/2024</u>
6) <u>Alexandra Rauer</u>	DATE <u>9/18/2024</u>
7) <u>Joshua Chiang Fung</u>	DATE <u>9/18/2024</u>