

Part A

THE TEAM : sdmay22-31

Team Members:

1. Abdula Eljaam
2. Aman Agarwal
3. Isaac Reed
4. Seth Platt
5. Cole Dulaney
6. Shagun Bansal
7. Yuichi Hamamoto

Required Skill Sets for Your Project: (if feasible – tie them to the requirements)

1. Familiarity with SCRUM / Agile
2. Web and Mobile application development
3. Database management

Skill Sets Covered by the Team: (for each skill, state which team member(s) cover it)

Javascript, HTML, CSS, : Cole Dulaney, Aman Agarwal, Isaac Reed

Web application development: Cole Dulaney, Aman Agarwal, Isaac Reed, Shagun Bansal

Mobile Application Development: Seth Platt, Aman Agarwal, Yuichi Hamamoto

Database management: Isaac Reed, Yuichi Hamamoto

Project Management Style Adopted by the Team:

Agile based methodology.

Initial Project Management Roles: (enumerate which team member plays what role)

- | | | |
|--------------------|---|-----------------------------|
| 1) Cole Dulaney | - | Team Organization |
| 2) Isaac Reed | - | Team Organization |
| 3) Yuichi Hamamoto | - | Testing |
| 4) Aman Agarwal | - | Individual Component Design |
| 5) Shagun Bansal | - | Individual Component Design |
| 6) Seth Platt | - | Client Interaction |
| 7) Abdula Eljaam | - | Testing |

Part B (Team Contract)

Team Name: sdmay22-31

Team Members:

- | | |
|--------------------|-----------------|
| 1) Cole Dulaney | 2) Isaac Reed |
| 3) Yuichi Hamamoto | 4) Aman Agarwal |
| 5) Shagun Bansal | 6) Seth Platt |
| 7) Abdula Eljaam | |

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:

Team - virtual: *Thursdays 5:30-6pm.*

Faculty - virtual: *Tuesdays 4-5pm.*

TA - virtual: *Mondays @ 10:30am*

2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):

Remote via discord text/voice chat.

3. Decision-making policy (e.g., consensus, majority vote):

Majority Vote

4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):

All the major points/decisions will be noted down and shared across the team on google drive.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:

Every team member will try their best to attend all the team meetings, TA meetings, faculty meetings etc.,. In case someone can not make it to a meeting, other members will try and bring them back to speed.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Roles will be decided in team meetings and will be distributed amongst the team for every task, and every member will be expected to complete the assigned tasks. Every team member will be expected to update the team with their progress and ask for help when needed.

3. Expected level of communication with other team members:

All team members are generally expected to keep the team up to date as to the status of what they are working on, or any new and important developments. If you cannot make it to a meeting or if something comes up that will interfere with an assigned task, notify the team as soon as possible.

4. Expected level of commitment to team decisions and tasks:

All team members are generally expected to follow assignment due dates and our own personal set due dates very consciously. Team decisions will be by majority vote so whatever is decided is expected to be followed by all team members.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):

Ans.

1) Cole Dulaney - Team Organization

- 2) Isaac Reed - Client Interaction
- 3) Yuichi Hamamoto - Testing
- 4) Aman Agarwal - Individual Component Design
- 5) Shagun Bansal - Individual Component Design
- 6) Seth Platt - Client Interaction
- 7) Abdula Eljaam - Testing

2. Strategies for supporting and guiding the work of all team members:

Team members will work both individually and with pair programming in order to thoroughly produce, review, and test code. Will have weekly/bi-weekly team stand-up meetings to discuss progress and future goals.

3. Strategies for recognizing the contributions of all team members:

Contributions of each team member will be recognized at weekly/bi-weekly team meetings. Once development starts contributions can also be tracked by the group git.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the Team.

- 1) Cole Dulaney: Full stack web application design and backend development on android applications
- 2) Isaac Reed: Previous experience with both full-stack web development, as well as working on an agile/SCRUM team.
- 3) Yuichi Hamamoto: Android development, Unity development, backend development

4) Aman Agarwal: Experience with web application, android application development, and various Testing Tools. Also worked in an Agile/Scrum environment.

5) Shagun Bansal: Experience with web development, Agile environment.

6) Seth Platt: Android Development Experience, Agile development.

7) Abdula Eljaam: Experience in web development and front-end Android development.

2. Strategies for encouraging and support contributions and ideas from all team members:

Allow each member to give their perspective at team meetings, as well as discuss what they've accomplished and what they may be struggling with since the previous meeting.

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?)

This is something that would ideally be brought up in a team meeting, which would lead to team discussion about the presented issue, as well as how it could be solved.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:

Oct. 1 - literature review and scope definition

Nov. 1 - preliminary design; platforms/tools selection

Dec. 1 - final design; testing plan; development/implementation plan

2. Strategies for planning and assigning individual and team work:

Most of the work will be assigned on the skill set of each individual but in a scenario

where some new skills are needed, the task will be assigned in a way that the load is distributed uniformly across the team.

3. Strategies for keeping on task:

The main strategy for keeping on task will be constant updates on the task progress for each member. With the constant updates, each team member will be held accountable for their designated task and will be helped immediately if a problem arises. The use of SCRUM methodology also works to ensure that everybody is keeping up to date on their work.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?

Will try to discuss and solve it within the team. Each team member will try their best to help out whenever needed.

2. What will your team do if the infractions continue?

The team will first try to meet with the individual(s) who are causing the issue and sort it out. If the issue persists, the issue will be brought to a TA/Professor.

Signatures

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) Cole Dulaney

DATE 9/14/21

2) Shagun Bansal

DATE : 9/14/21

3) Aman Agarwal

DATE: 9/14/21

4) Isaac Reed

DATE: 9/14/21

5) Abdula Eljaam

DATE: 9/14/21

6) Seth Platt

DATE: 9/17/2021

7) Yuichi Hamamoto

DATE: 9/18/2021