Team Name: <u>Microgrids</u>

Team Members:
1) Andrew Frank   2) Christian Pinta
3) Austin Thoreson   4) Ben Eder
5) Saketh Jonnadula

Team Procedures

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

   Weekly: Fridays 3:30 - 4:30pm (Discord)
   Bi-Weekly (With faculty): Thursday 2:00 - 4:00
   Meetings may be held in person as the project progresses, and we have physical hardware

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

   Discord for main communication, Issues are tracked in GitLab, scheduling using when2meet.com. Documentation and communication with faculty may be sent through email.

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

   We will use the majority rule to make decisions when there are disagreements.

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

   Meeting minutes will be recorded each meeting, stored in shared google drive

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
Expected attendance at each meeting unless specified 24 hours in advance in the Discord. If you have to miss a meeting, do a status update in Discord and read the meeting minutes afterwards.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Team members will typically be assigned to tasks individually or in groups, and should expect to complete the task by deadlines determined by the team. If you won't be able to meet a deadline, let the rest of the team know ahead of time so we can figure out a backup plan.

3. Expected level of communication with other team members:
Establish communication with the group at least once a week.Communicate when tasks are completed or can't be completed, especially if it affects other timelines.

4. Expected level of commitment to team decisions and tasks:
Team decisions should be followed, and communication is necessary to change plans.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
Section off project and assign it to team members as we learn more. To start, we will all communicate with the client and in the future may move to a single or few POC.

2. Strategies for supporting and guiding the work of all team members:
Put tasks up on the Git Board. Assign tasks during meetings. Set deadlines / milestones for tasks on assignment. Ask for help if you need it.

3. Strategies for recognizing the contributions of all team members:
Keep track of contributions through meeting minutes and Git board.

Collaboration and Inclusion

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

    CPRE: More experience with communication protocols and hardware.

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

    Don't talk over other members during discussions and make sure everyone has a chance to speak during decisions.

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?)

    If you have a problem, inform the team. If there is some internal team conflict, get in touch with Nick Fila.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
    a. Gain a good understanding of what needs to be done to complete the project and develop an action plan.

2. Strategies for planning and assigning individual and team work:
    a. Assign tasks and deadlines during team meetings and put it on the Git board.

3. Strategies for keeping on task:
    a. Reduce distractions during meetings. Create meeting agendas for each week (found on meeting minutes)

Consequences for Not Adhering to Team Contract

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

For a first offense, discuss with the person as a group. If issues are repeated or the offender goes MIA, bring it up with Matt Wymore.

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

Contact Nick Fila and Matt Wymore to discuss consequences.

****
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) Austin Thoreson   DATE: 09/16/2022
2) Christian Pinta   DATE: 09/16/2022
3) Andrew Frank   DATE: 09/16/2022
4) Ben Eder   DATE: 09/16/2022
5) Saketh Jonnadula   DATE: 09/16/2022