Team Name <u>sdmay24-12. Pipelined Hardware Video Compressor & Decompressor</u>

Team Members:
1) _Colsen Selk_____   2) _Caleb Rock_____
3) _Ben Meinders_____   4) _Logan McDermott_____
5) _Kareem Eljaam_____

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings: **Wednesdays 2-3 Face-To-Face Team Meetings**
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face): **F2F, Discord**
3. Decision-making policy (e.g., consensus, majority vote): **Consensus**
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived): **Logan McDermott: Shared Google Doc**

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings: **Everyone should always show up for meetings punctually. If a conflict occurs let teammates know beforehand.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **All deadlines should be met, unless issues arise that hinder the progress. If issues arise, team members should be notified as soon as possible.**
3. Expected level of communication with other team members: **Should be responsive on Discord within the day, unless conflicts arise.**
4. Expected level of commitment to team decisions and tasks: **Team decisions should be upheld, unless problems arise in implementation of the decision. If problems arise, a solution should be decided upon by the team.**

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.): **All members are expected to communicate with each other concerning what new features they have added, and are expected to collaborate where the different "sections" of work interact.**
   a. **Kareem Eljaam: Client Interaction**
   b. **Caleb Rock: Faculty Advisor Interaction**
   c. **Colsen Selk: Leading Testing of Software.**
   d. **Logan McDermott: Leading Testing of Hardware**
   e. **Ben Meinders: Leading Component Design of Software**
2. Strategies for supporting and guiding the work of all team members: **Teammates should communicate often about their work such that team members understand enough about each other's work to be able to give feedback on others.**
3. Strategies for recognizing the contributions of all team members: **Team members should share their contributions weekly at the team meetings.**

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
   a. **Kareem Eljaam: CPRE, worked with John Deere on FPGA applications.**
   b. **Caleb Rock: EE, understands hardware and software interaction.**
   c. **Colsen Selk: Software Engineer, good knowledge of algorithms and coding.**
   d. **Logan McDermott: CPRE, knowledge of VHDL and FPGA simulation tools**
   e. **Ben Meinders: SE, worked with CNH Industrial on automated data transfer**
2. Strategies for encouraging and support contributions and ideas from all team members: **Provide time at weekly meetings for people to give updates on how they are doing with the project. Ensure all members are getting and completing tasks.**
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?)
   Provide time at weekly meetings for feedback about team environment and time to brainstorm ways to create a better team environment.

Goal-Setting, Planning, and Execution

1. Team goals for this semester: **design a comprehensive plan and design for the project such that implementation in the next semester is as easy as possible.**
2. Strategies for planning and assigning individual and team work: **planning and assigning individual work will be done**
3. Strategies for keeping on task: **before each meeting we will record a general plan of the topics we want to cover during the meeting so we can focus on our topics during the meeting.**

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
   Logan will record any infractions of the team contract. we will also let the individual know about the infraction(s).
2. What will your team do if the infractions continue?
   Contact TA/Professor about the infractions

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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) Logan McDermott_____ DATE 9/8/2023_____
2) Ben Meinders_____ DATE 9/8/2023_____
3) Colsen Selk_____ DATE 9/8/2023 _____
4) Kareem Eljaam_____ _____ DATE 9/8/2023_____
5) Caleb Rock_____ DATE 9/8/2023_____

6) _____ DATE _____

7) _____ DATE _____

8) _____ DATE _____