Team Initiation Assignment Cpr E 491 Group 40

Team Members:

- Daniel King: <djking@iastate.edu>,
- Vance Kaw: <vaka99@iastate.edu>,
- Michael Kies: <mpkies@iastate.edu>,
- Nick Oswald: <njoswald@iastate.edu>,
- Brian Sayre: <bsayre@iastate.edu>,
- Jeremy Tracz: <jtracz@iastate.edu>,
- Robert Walling: <rwalling@iastate.edu>

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

1. Web development
2. App development
3. Frontend development
4. Backend development
5. Programming
6. Creating concrete system design patterns
7. Basic security

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

- Nick Oswald: 1, 4, 5, 6, 7
- Michael Kies: 1, 3, 4, 5, 7
- Brian Sayre: 1, 3, 4, 5, 6
- Vance Kaw: 2, 4, 5, 6, 7
- Daniel King: 1, 2, 3, 5, 6
- Robert Walling: 1, 2, 4, 5, 6
- Jeremy Tracz: 1, 2, 3, 4, 5

Project Management Style Adopted by the Team:

Agile

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

- Nick Oswald: Facilitator, Initiator
- Michael Kies: Initiator, Explorer
- Brian Sayre: Facilitator, Arbitrator, Explorer
- Vance Kaw: Arbitrator, Explorer
- Daniel King: Explorer, Information provider
- Robert Walling: Gatekeeper, Facilitator
- Jeremy Tracz: Arbitrator, Explorer

Table 1

Team roles per Nestsiarovich and Pons. Reproduced from [33] by permission.

N	Team Roles	Typical Communication Pattern
1	*Initiator* (initiate process)	Active participation, propose new ideas and tasks, as well as new directions of work.
2	*Passive collector* (collect information)	Passive data collecting, non-verbal signs of agreement or just short yes/no answer, low verbal participation in team discussion, attentive listening, and keeping ideas inside (non-vocalisation).
3	*Explorer* (ask questions)	High verbal participation, active data collecting: ask general questions, ask for different facts, ideas or opinions, and explore facts. Ask to clarify or specify ideas, define the term, and give an example.
4	*Information provider* (provide information)	Provide detailed and excessive information: take an active part in the conversation, but mostly talk rather than listen.
5	*Facilitator* (summarise, control discussion)	Define the task or group problem, suggest a method or process for accomplishing the task, provide a structure for the meeting, control the discussion processes. Bring together related ideas, restate suggestions after the group has discussed them, offer a decision or conclusion for the group to accept or reject. Get the group back to the track.
6	*Arbitrator* (solve disagreement)	Encourage the group to find agreement whenever a miscommunication arises, or group cannot come to a common position.
7	*Representative* (express, answer)	Verbalise group's feelings, hidden problems, questions or ideas that others were afraid to express, provide an answer to questions that were referred to the whole group.
8	*Gatekeeper* (fill gaps, sensitive to others)	Help to keep communication channels open: fill gaps in conversation, ask a person for his/her opinion, be sensitive to the non-verbal signals indicating that people want to participate.
9	*Connector* (connect people)	Connect the team with people outside the group.
10	*Outsider* (stay outside)	Do not participate in project discussion.

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Team Name: _____Server Monks_____

Team Members:

1) Daniel King_____   2) Vance Kaw_____

3) Michael Kies_____   4) Nicholas Oswald_____

5) Brian Sayre_____   6) Jeremy Tracz_____

7) Robert Walling_____

Team Procedures:

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

    Tuesday, Thursday 5:30 - 6:30 (Ended whenever needed). Virtual.

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

    Discord (desktop and mobile app).

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):

    Meeting minutes will be stored in a document in Google Drive shared with the team. Brian will keep meeting notes and times.

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Participation Expectations

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

    We expect each member of the team to be a part of team meetings, and to arrive within 20 minutes after the meeting time. This can be waived if the member has an emergency or conflict that was expressed before the meeting time.

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

    A bare minimum of one push to git per week. Deadlines should be met or worked on at a reasonable rate if problems are occurring. Team assignments should be completed on time.

3.   Expected level of communication with other team members:

    As stated above, discord will be the main method of communication. We expect everyone to engage in conversation in the team meetings and provide at least some feedback/updates on what they have done

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

    Each team member should be committed to their task and work on what was assigned to them. Roles can be moved around if they communicate a want to change tasks.

Leadership

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

- Nick Oswald: Client interaction, Individual component design, Scrum master.
- Michael Kies: Team organization, Testing
- Brian Sayre: Team organization, development, meeting notes
- Vance Kaw: Team organization, Individual component design
- Daniel King: Individual component design, assist other members as needed
- Robert Walling: Individual component design, team organization, testing
- Jeremy Tracz: Client interaction, individual com   ponent design

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

    Communicate any problems occurring so that the team knows where work is needed. Pair programming will be used. Teams can be flexible if problems are occurring.

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

    Maintain a board on GitLab. Weekly standup to discuss what each team member accomplished since the last standup.

Collaboration and Inclusion

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

- Nick Oswald:
    - Spring Boot
    - Project design
    - MySql
    - Agile Development
    - Mockito
    - HTML / Javascript
- Michael Kies:
    - React
    - Database Management
    - Frontend and backend development
    - Experience in application health analysis
- Brian Sayre:
    - Spring boot
    - JS framework experience (Vue, React)
    - Agile development experience
- Vance Kaw:
    - Spring Boot
    - MySQL
    - Mockito
    - Postman (for testing HTTP - web development)
    - Cobertura / Selenium (for software testing)
    - JSON and REST api
- Daniel King:
    - Frontend development/android studio
    - Project management
    - Software testing
    - Limited database management experience
- Robert Walling:
    - C# & .NET
    - AWS (Elastic Beanstalk, Route 53, other stuff)
    - MySQL & DB stuff
    - Mobile Development
- Jeremy Tracz:
    - Agile Development
    - Spring Boot
    - Java, PostgreSQL, Mockito
    - Angular
    - Javascript/HTML/CSS, Jasmine/TestCafe
    - Android Studio

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

        Allow time for everyone in meetings to bring up ideas and talking points with the group. If, for some reason, someone is not comfortable bringing it up with the whole group, they may suggest it to the team communicator or scrum master, who may bring it up for them.

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?)

        Communication is key. Every weekly meeting, each member will explain what is going on during their development in order to make sure that there are no conflicts within the code and overall architecture.

Goal-Setting, Planning, and Execution

1.   Team goals for this semester:

        Effective communication and planning for the project. Work contributed to the project each week by every team member.

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

        Maintaining a board on GitLab with all issues/tasks. Assign tasks at sprint planning meetings as necessary.

3.   Strategies for keeping on task:

        Maintain consistent communication with the group and stakeholders.

Consequences for Not Adhering to Team Contract

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

        Personal warning then verbal warning at the meeting if it happens again.

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

        If the team member is still infringing the contract, we will message TA to find a harsher punishment.

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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) Daniel King_____ DATE 9/16/2021_____

2) Vance Kaw_____ DATE 9/16/2021_____

3) Michael Kies_____ DATE 9/16/2021_____

4) Brian Sayre_____ DATE 9/16/2021_____

5) Robert Walling_____ DATE 9/16/2021_____

6) Nicholas Oswald_____ DATE 9/16/2021_____

7) Jeremy Tracz_____ DATE 9/16/2021_____