Team Name: Team 28: DocuSign Integration

Team Members:
1) Justin Rule_____ 2) Alan Zapinski_____
3) Ale Groe_____ 4) Joe Slater_____
5) Jack Goldsworth_____ 6) Conley McKown_____
7) Carson Meyer_____

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
    a. Virtual - Sunday Afternoons
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
    a. IM Apps - GroupMe/ Discord
3. Decision-making policy (e.g., consensus, majority vote):
    a. Consensus
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
    a. Rotate every week, they will take notes throughout the meeting which will be shared to google drive for everyone to access.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
    a. We expect all meetings to be attended unless specified otherwise. If you are late more than 3 times, we will meet as a team and figure out how to address the situation.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
    a. We will strive to complete all work assigned to ourselves before the deadline. If work is finished after the deadline, we will meet as a team and discuss how to better help each other out in the future.
3. Expected level of communication with other team members:
    a. All team members are expected to communicate any upcoming absences so meetings can be run based on who will be attending
    b. Any important decisions will be made in a meeting with everyone's attendance
4. Expected level of commitment to team decisions and tasks:
    a. All team members should commit fully to their tasks and be able to complete them in a timely manner.

Leadership

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

      b. Justin - Individual component testing
      c. Ale - Project manager
      d. Conley - Technical requirements
      e. Carson - Professor / TA communications
      f. Joe - Client interaction
      g. Alan - Team relationship mediator

2. Strategies for supporting and guiding the work of all team members:
      a. If anyone has questions, they should feel open to ask any team member for help. Other team members are highly encouraged to respond within one day.

3. Strategies for recognizing the contributions of all team members:
      a. Team members will talk about what they worked on since the last meeting so proper recognition can be granted to different features of the project

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
      a. **Alan**: Python, CI-CD process, AngularTS, Git, Rest APIs
      b. **Justin**: Frontend development, Java development, Git, Consumer facing development, SQL, REST APIs.
      c. **Ale**:Java, ReactJs, Frontend development, Git, SQL, C, Rest APIs.
      d. **Joe**: Java, C/C++, JS, React, Ionic, Git, Android Studio, Frontend development
      e. **Jack**: Java, C/C++, Kotlin, Python, JS/TS, React, Git, AWS, Git
      f. **Conley**: Java, C/C++, Python, Git, Android Studio
      g. **Carson**: Java, C/C++, Python, Git, SQL, Microsoft Dynamics AX 2012, Backend development

2. Strategies for encouraging and support contributions and ideas from all team members:
      a. All team members will help brainstorm and come up with ideas for how to complete our project. We will make sure to ask our peers if they have any questions or concerns. Anyone is free to suggest an idea and have a chance to explain it as well.

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. Professionally, if someone has a problem with the team they will be forward with the group and express their opinions and concerns. From there we will discuss as a group how we can resolve the conflict and decide if roles need to change or something similar.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
      a. Complete all assigned tasks in a timely manner, while including and hearing input from each team member.

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

        a.   Meet weekly and keep each other informed of your progress.
3. Strategies for keeping on task:
        a.   Weekly standup to make sure our team is on task and completing their work.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
        a.   We won't punish the first offense of any individual obligation, but upon repeated infractions, we will have a discussion with the team member about this contract.
2. What will your team do if the infractions continue?
        a.   If the issue does not resolve, we will contact our professor or TA to discuss next steps. These may include but are not limited to: termination.

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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) Justin Rule   DATE 9/19/21
2) Alan Zapinski   DATE 9/19/21
3) Ale Groe   DATE 9/19/21
4) Carson Meyer   DATE 9/19/21
5) Joseph Slater   DATE 9/19/21
6) Jack Goldsworth   DATE 9/19/21
7) Conley McKown_____   DATE 9/19/21_____
8) _____   DATE _____

THE TEAM

Team Members: Justin Rule, Jack Goldsworth, Joe Slater, Ale Groe, Alan Zapinski, Conley McKown, Carson Meyer

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

- Concise and on time communication - **Carson**
- Frontend software development* - **Jack, Justin, Ale, Joe,**
- Backend software development* - **Alan, Jack, Conley, Carson**

   *These will become more specific when we have an in-depth meeting with our industry sponsor

Project Management Style Adopted by the Team:

- Weekly sprints
- Agile Methodologies

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

1. Jack - Research appropriate frameworks to be used
2. Justin - Coordinate meetings with TA
3. Alan - Project Timeline Coordinator
4. Ale - Research other products / other implementations of this idea
5. Joe - Outline frontend goals
6. Carson - Communication between industry clients & Buildertrend
7. Conley - Outline backend goals