Team Name SDMAY24-26

Team Members:
  1.) Michael Gohr
  2.) Dillon Hacker
  3.) Cameron Hurt
  4.) Samuel Potter
  5.) Trent Walraven

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
   - We will have both face-to-face and virtual meetings using Discord. When meeting face-to-face, we will either be meeting in the TLA or Durham.
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
   - Our preferred method of communication is Discord and email
3. Decision-making policy (e.g., consensus, majority vote):
   - When making big decisions, a majority vote will be used.
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
   - Record keeping (writing meeting minutes) responsibilities will be rotated each meeting.
   - Records will be kept using Markdown, and stored in the gitlab repository.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
   - All individuals should strive to attend on time and participate in every single meeting. This is especially true for online meetings because they allow for more flexibility. For in-person meetings, we will be understanding of extenuating circumstances such as getting sick or missing the bus you were supposed to be on. However, if an individual is consistently late or missing meetings, then the team will have to have a discussion with them.
   - If possible prior notice to missing a meeting should be provided to the team
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   - Every member of the team is responsible for team assignments, meeting deadlines, and communicating with others in a timely fashion if they run into problems. Some students might finish certain assignments before others do, but it is important that everyone is investing a similar amount of time and effort.
3. Expected level of communication with other team members:
   - Communication should happen multiple times a week. We should communicate about deadlines, expectations, and goals. Using Discord, responses between teammates should be relatively quick. Checking the team's Discord daily is encouraged.
4. Expected level of commitment to team decisions and tasks:

- Everyone should be committed to the tasks at hand and committed to the decisions the team makes.

Leadership *This section is a work in progress*

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
   - Michael Gohr - Team organization and Individual component design
   - Dillon Hacker - Client interaction, note taking /meeting minutes, and testing.
   - Cameron Hurt - Oversee testing, and ensure coverage
   - Samuel Potter - Component Creation Coordinator
   - Trent Walraven - Meeting Coordination and record keeping when needed
2. Strategies for supporting and guiding the work of all team members:
   - All team members should ask for help in a timely manner if they run into a problem. Consistent communication will ensure all members are getting their work done at a similar pace. All team members should do their best to support each other.
3. Strategies for recognizing the contributions of all team members:
   - Team meetings will help to show the contributions of all team members and also communication. When a team member has a large contribution, then they should be shown appreciation and congratulated for their contribution.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
   - Michael Gohr:
     - Cyber Security Engineering Major- Taken numerous courses related to computer science, computer engineering, and cybersecurity
     - Has introductory knowledge of wireless security and serverless environments (437x)
     - Well versed and comfortable with using and understanding a variety of different operating systems
     - Comfortable coding in Java, C, and python but willing to learn more about other languages that might help more with this project
   - Dillon Hacker:
     - Cyber Security major - has taken a wide range of courses related to computer engineering as well as software engineering.
     - Networking - has taken Undergraduate as well as Graduate courses in networking and network security.
     - Coding (Java and C) - has taken several courses over the years, producing a variety of products as well as completing a range of tasks using both languages.
   - Cameron Hurt:
     - Cyber Security Major - has taken a wide range of courses related to computer engineering as well as software engineering.

- - Coding - has large-ranging experience in many coding languages, including C, Java, React, Python, Terraform/Cloud Formation
    - AWS - has a basis in AWS fundamentals. Wrote Lambda functions for the security team of a company during an internship. Worked with IAM, Config, and EC2 Container management.
  - Trent Walraven:
    - Cyber Security Engineering Major - Provides the basic engineering core for problem solving, along with numerous coding and cyber security classes that further complement the skills learned from the core, and build specific knowledge.
    - Embedded Testing Experience - Worked with embedded and low footprint systems in an offensive manner, to gain skills about using what is available to accomplish an attack.
    - Basic AWS knowledge from internship on cloud security team at John Deere, working with AWS Lambda and Terraform
  - Samuel Potter:
    - Computer Engineering/Mathematics double major - classes covering a wide array of topics within computer engineering, computer science, pure math for problem solving and technical skills
    - Embedded systems experience - worked with car body control module codebase, understanding of hardware to software stack in embedded computers
    - General fundamentals of coding with experience in a variety of languages, ability to pick up new ones quickly

2. Strategies for encouraging and supporting contributions and ideas from all team members:
   - Team members should always feel heard when they have an idea. Team members should ask if anyone has any ideas consistently, and every team member should feel comfortable speaking up and sharing their ideas. All ideas should be valued even if they are not used.
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 a team member feels like their environment is obstructing their opportunity or ability to contribute they should communicate this to the team as soon as possible via discord or email. If they are uncomfortable discussing this with the whole team, then they should tell one team member who should bring it up to the others.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
   - Gain a very rich understanding of the security of functions with interpreted languages. Create a very detailed and well-thought-out plan that will allow our project to be something we are proud of. Another goal is to feel proud of the work we did this semester.

2. Strategies for planning and assigning individual and teamwork:
    ● Effective communication over email or Discord will be used to plan individual and team assignments. Everyone should strive to accomplish as much as possible.
    ● Try to prioritize team members' strengths/interests to the team's advantage.
3. Strategies for keeping on task:
    ● To keep on task, students should try to stay on topic when working together. If students are getting distracted from the task at hand, they should tell their team and take a break.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?
    ● We will handle infractions by first talking to the team member who committed the infraction. If another infraction happens, then all team members should talk to this team member again.
2. What will your team do if the infractions continue?
    ● If infractions continue to happen, then we should communicate this to our TA, Dr. Gulmezoglu, and Dr. Tyagi. After getting their advice, we will proceed accordingly.

****
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) Michael Gohr   DATE: 09/07/2023
2) Dillon Hacker _____ DATE _09/07/2023_
3) Cameron Hurt___ DATE ___09/10/2023_
4) Trent Walraven   DATE 09/09/2023
5) Samuel Potter   DATE 09/10/2023