

THE TEAM

Team Members:

Matthew Dobrzynski, Taylor Semple, Chye Stecher, Anthony Ruffalo, Keegan Kraft, Josh Vrenick

Required Skill Sets for Your Project: (if feasible – tie them to the requirements) PLECS Skills, Mathematics, Power Systems analysis, RT box skills, Python skills, teamwork and communication skills, circuit designs skills, GIT LAB skills.

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

Power systems analysis: Matthew, Taylor, Keegan, Chye, Josh

Python coding: Anthony, Matthew, Keegan, Taylor

Software Architecture: Anthony

Matlab/simulink: Matthew, Taylor, Chye, Keegan, Josh

Circuit Design: Matthew, Taylor, Chye, Keegan, Josh

Project Management Style Adopted by the Team:

Agile – developers (any technical work that you do incl PCB design), scrum master (the leader who keeps you on schedule and interfaces with the client), product owner (client who states if a product is acceptable)

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

Developers: Matthew, Anthony, Chye, Keegan, Josh, Taylor

Scrum master: Taylor

Product owner: Matthew

Team Name SD22-009

Team Members:

- 1) Matthew Dobrzynski
- 2) Taylor Semple
- 3) Chye Stecher
- 4) Anthony Ruffalo
- 5) Keegan Kraft
- 6) Josh Vrenick

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings: Sundays at 4pm through discord or face-to-face.
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face): Face-to-face communication would be preferred as well as keeping in touch through the discord server.

3. Decision-making policy (e.g., consensus, majority vote): Overall consensus among group members with ties between decisions being discussed with TA or client.
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived): Matthew Dobrzynski will be responsible for keeping meeting minutes while Taylor will be outlining deadlines met and actions to be completed by the next meeting time.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings: All team members are expected to attend meetings unless some reason is communicated to the group for being unable to attend the meeting. Discord attendance may also be used when face-to-face is undoable.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: Everybody is expected to meet their deadlines or communicate issues with meeting a certain deadline and adjusting the timeline when needed.
3. Expected level of communication with other team members: Everyone is expected to be able to communicate over discord and respond to @everyone messages or individual pings within the day.
4. Expected level of commitment to team decisions and tasks: Everybody is expected to devote enough time for scheduled group meetings and tasks that are assigned to the group.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
Team Organization: Taylor
Client Interaction: Matthew
Individual Component Design: Josh, Chye
Testing: Keegan
Software Engineering: Anthony
2. Strategies for supporting and guiding the work of all team members: Communicate responsibilities and work to be done so that all group members are aware of what tasks should be completed by who.
3. Strategies for recognizing the contributions of all team members: Crisp high-fives with words of encouragement.

Collaboration and Inclusion

1. Describe the skills, expertise, and unique perspectives each team member brings to the team. EE's with power emphasis, One EE with VLSI emphasis, One SE with Software

- understanding and knowledge, Understanding of model evaluation and testing.
2. Strategies for encouraging and supporting contributions and ideas from all team members: Give ideas brought forth by group members a chance and discuss the pros and cons of those ideas. Discuss things in a professional manner that retains the integrity of the group.
 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?): Be honest with your thoughts and provide critiques in a professional manner. Don't be hesitant to relay dissatisfaction with the group.

Goal-Setting, Planning, and Execution

1. Team goals for this semester: Simulate a judicious transmission system for distance protection studies in PLECS, Frame mathematically the design constraints for distance protection to define a reward function for reinforcement learning.
2. Strategies for planning and assigning individual and team work: Break up work as decided and in a way that keeps all group members knowledgeable about each component to the project as a whole.
3. Strategies for keeping on task: Meeting deadlines, completing micro-tasks, and attending meetings with the intent to get work done.

Consequences for Not Adhering to Team Contract

1. How will you handle infractions of any of the obligations of this team contract?: Bring up perceived shortcomings to the group member and discuss with the group as a whole. Potentially shifting of responsibilities or tasks to keep the group moving forward as whole.
2. What will your team do if the infractions continue?: Bring up the issues with the TA for guidance to resolve the conflict, should infractions continue work with TA to determine what further actions should be taken.

- 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) Matthew Dobrzynski DATE 9/19/2021
- 2) Anthony Ruffalo DATE 9/19/2021
- 3) Chye Stecher DATE 9/19/2021
- 4) Taylor Semple DATE 9/19/2021
- 5) Keegan Kraft DATE 9/19/2021
- 6) Joshua Vrenick DATE 9/19/2021