<div align="center">**Team Name:** GridAI</div>

**Team Members:**
1) Joshua Clinton
2) Tanay Parikh
3) Elvis kimara
4) Rolf Anderson
5) Ryan Herren

## Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
   a. Monday at 4 - 5 pm, in-person and virtual on alternating weeks.
   b. Wednesdays at 4 - 5 pm during Sprints
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
   a. Discord.
3. Decision-making policy (e.g., consensus, majority vote):
   a. We'll attempt a discussion for consensus but a majority vote as last resort.
4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
   a. Elvis Kimara shall take the meeting notes. He'll make a google drive and doc for each meeting. This document will be open to all team members for contribution.

## Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
   a. Expected punctual attendance for all group meetings. Must communicate any absences or tardiness before the meeting.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   a. Expected to fulfill agreed-upon responsibilities for example learning ML. Each member is expected to ensure their tasks are completed.
   b. Expected to lead by example, and be the best software-engineer-version of yourself that you can be. This means being early, committing, communicating properly, etc.
3. Expected level of communication with other team members:
   a. Expected to communicate availability changes, plus those concerning project tasks.
   b. Expected to share ideas, and thoughts and be actively involved in group discussions.
   c. Expected to ask for help when needed (from team or advisor) so we all learn.
4. Expected level of commitment to team decisions and tasks:
   a. Expected to live up to commitments made, fulfill tasks, and everything else pertaining to the project.

## Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
    a. We are still figuring out roles and responsibilities. As of now:
        *The lead will be in charge of all deadlines and information on their area. Not responsible for all the work in that area.*
        i. Communications: Rolf Anderson
        ii. Secretary (minutes handler): Elvis Kimara
        iii. Test Lead: Ryan Herren
        iv. Cloud Lead: Tanay Parikh
        v. Backend Lead including voice assistance: Joshua Clinton
        vi. Frontend Lead: Elvis Kimara
2. Strategies for supporting and guiding the work of all team members:
    a. Provide feedback on progress to each team member
    b. Share resources about valuable things learned online like tutorials, articles, and videos.
3. Strategies for recognizing the contributions of all team members:
    a. Share and discuss each member's contributions at each weekly meeting.
    b. Understanding/appreciating different ways of contributing such as through coding, ideas, taking on responsibilities, designing diagrams, and whatnot.

**Collaboration and Inclusion**

1. Describe the skills, expertise, and unique perspectives each team member brings to the team.
    1) Joshua Clinton: is a very fast learner with several different internships under his belt both in person and remote.
    2) Tanay Parikh: I have taken Introduction to cloud computing last semester so I have some familiarity with managing the cloud and CI/CD and also have some experience coding frontend in react and android studios.
    3) Elvis kimara: will be taking Introduction to Machine Learning COMS 472 and into to Artificial intelligence COMS 474 this semester. I've been an intern for Iowa DOT for almost a year and half.
    4) Rolf Anderson: Computer engineer with 4 years of professional experience in web development, test automation, systems engineering, and infrastructure engineering. Operates a homelab as a hobby. Unix enthusiast.
    5) Ryan Herren: Software Engineer with 1.5 years of industry experience. Primarily spent time in full-stack .NET development, but also spent time in DevOps, ML, and Data Engineering. Completed a Data Science minor and has real-world machine learning experience with a Fortune 500 construction company.

2. Strategies for encouraging and supporting contributions and ideas from all team members:
    a. We'll meet up in person when our task demands that.
    b. We can have quick updates on days class ends early
    c. We'll create an environment that encourages the free expression of thoughts and ideas.

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. Verbally share with a teammate or group at large, if you feel the team environment is hindering your ability to contribute in a meaningful way.
    b. Talk to the professor or advisor and discuss how best the situation can be improved.

**Goal-Setting, Planning, and Execution**

1. Team goals for this semester:
    a. Gain knowledge and experience specifically in ML.
    b. Create requirements for the project.
    c. Begin developing and prototyping projects, modifying requirements as necessary.
2. Strategies for planning and assigning individuals and teamwork:
    a. We will balance assigning tasks based on experience; we want to play into team members' strengths while giving learning opportunities to those without prior experience.
3. Strategies for keeping on task:
    a. We will use weekly meetings to track progress and ensure members are staying on task and putting in the necessary effort.

**Consequences for Not Adhering to Team Contract**

1. How will you handle infractions of any of the obligations of this team contract?
    a. Infractions will be dealt with on a case-to-case basis, with proportional responses and escalating consequences if a pattern emerges.
    b. If late to an online meeting, they must turn their camera on for the rest of the meeting.
2. What will your team do if the infractions continue?
    a. Escalate consequences, eventually contacting our advisor if the behavior is severe enough to warrant it.

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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) Tanay Parikh _____ DATE ___09/21/2022_____
2) Joshua Clinton _____DATE ___09/21/2022_____
3) Rolf Anderson_____ DATE ___09/21/2022_____
4) Elvis Kimara_____ DATE ___09/21/2022_____
5) Ryan Herren_____ DATE ___09/21/2022_____