

Team Name sdmay22-14

Team Members:

- 1) Jacob Foster
- 2) Jake Martin
- 3) Megan Litterer
- 4) Justin Tyler

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

Knowledge of the CDC (Blue Team, White Team, Red Team, etc)
Knowledge of C programming, Documentation Etiquette. Communication Abilities, Knowledge of Virtual Machines. Comprehension of cybersecurity in how it relates to IoT.

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

Jacob: Cybersecurity engineer, a thorough understanding of cybersecurity concepts, techniques, and tools. Experience with CDCs and ISEAGE.

Justin: Electrical engineer: Organization, C programming, public speaking

Jake: Computer Engineering: Network and Cybersecurity focus. Great leadership skills

Megan: Software Engineer: Embedded systems, cyber security, diagram design, network (pending)

c) Project Management Style Adopted by the Team:

Scrum - Project managers using this style should clearly explain responsibilities and roles to team members, and foster ongoing communication between all members of the team.

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

Jake Martin - Team Leader - Maintains pace of the team's workflow

Jacob Foster - Point of contact, Client Interaction

Justin Tyler - Documentation

Megan Litterer - Designer

Team Procedures

1. Day, time, and location (face-to-face or virtual) for regular team meetings:
Wednesdays, 7:30pm Central Time, Face-toFace
2. Preferred method of communication updates, reminders, issues, and scheduling (e.g., e-mail, phone, app, face-to-face):
Discord
3. Decision-making policy (e.g., consensus, majority vote):
Consensus, we will all come to a unanimous consensus

4. Procedures for record keeping (i.e., who will keep meeting minutes, how will minutes be shared/archived):
Justin will write down the minutes and share them through the shared team google doc.

Participation Expectations

1. Expected individual attendance, punctuality, and participation at all team meetings:
Each member will be present at meetings (i.e., Team Meetings, Meeting with Client and TAs)
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
Each team member shall accomplish their assigned tasks by their deadline. Team members shall give reasonable and accurate timelines, and hold each other accountable for meeting those deadlines.
3. Expected level of communication with other team members:
Regular communication shall be expected. Namely, members should actively look at discord on Tuesdays for our meetings with the Client, and also during other meeting times.
4. Expected level of commitment to team decisions and tasks:
We expect the members of this team to share a steadfast commitment to meeting the project requirements outlined by the team and our client. We expect that when decisions are made, the team stays committed to them.

Leadership

1. Leadership roles for each team member (e.g., team organization, client interaction, individual component design, testing, etc.):
Jake Martin - Team Leader - Maintains pace of the team's workflow
Jacob Foster - Point of contact, Client Interaction
Justin Tyler - Documentation
Megan Litterer - Designer
2. Strategies for supporting and guiding the work of all team members:
We shall develop weekly high-level tasks and then delegate each of those tasks to more specific tasks to individual members. Team members shall collectively agree on reasonable deadlines. Open and positive communication will be used if team members need to help others complete delegated tasks.
3. Strategies for recognizing the contributions of all team members:
If it isn't documented, it cannot be recognized; The team must thoroughly document our work processes, and weekly achievements to keep us on track. We will use the delegated tasks to guide us in recognizing contributions of team members.

Collaboration and Inclusion

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

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Justin: Electrical engineer: Organization, C programming, public speaking

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2. Strategies for encouraging and support contributions and ideas from all team members: Positive feedback, constructive criticism, in person meeting for support and questions. If team members need additional support, we as a team will try to be accommodating, flexible, and understanding.

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?)

Treat others the way we want to be treated; In the event a group or individual members have concerns about work processes, certain behaviors, etc, the team is responsible for creating an environment where these concerns can be freely expressed. Members are encouraged to express their concerns among the team, or escalate the situation to the teaching staff if necessary.

Goal-Setting, Planning, and Execution

1. Team goals for this semester:
 - a. Study and understand how CDC and ISEAGE works
 - i. Participate in Cyber Defence Competition
 - b. Determine and resolve outstanding issues from previous teams
 - c. Research and determine new vulnerable IoT device for implementation
 - d. Design structure of new virtual IoT device
 - i. Emulate a large number of virtual IoT devices, thus making it scalable

