

Team Members:

1. Alex Coy
2. Ryan Cox
3. Joseph Zullo
4. Tyrone Bamfo

Team Procedures

1. Day, time, and place for regular team meetings:

Duffield Atrium, Friday, Date, 11:15 – 12:05 PM. Find a table every meeting (location may vary).

2. **Preferred method of communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems: **Cornell Hangouts for quick stuff, email for more detailed announcements.**
3. Decision-making policy (by consensus? by majority vote?): **Quasi-majority consensus: dissenters need to not have a critical objection if a decision will move forward. Otherwise, the group needs to work more on the compromise until any and all objections are minor.**
4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?): **Members push to the agenda on their own time before the meeting. It is an open planning session. Members will check the website before and during the meeting (where we will note agendas and keep notes). All members will try to keep the meeting on track, though everyone is free to bring up important but critical issues. The designated leader will try to focus conversation to the agenda if it gets too off-track. The leader will use his discretion on what is too off-track.**
5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?): **The members will decide at the start of every meeting who will take the notes for the meeting. That person will push the notes to the website immediately after meeting closing. That person may update the notes for clarity if necessary. The world may choose to see what we actually did during the meeting at any time after the note-taker pushes the notes.**

Team Expectations

Work Quality:

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.): **If a member is learning something new, all members have an understanding that the member's work will not**

necessarily look like that of an industry professional. The work must show a substantial effort to learn, though. (members may document individual time spent, but we do not require that documentation. The results should speak for themselves). Ground rules include: we should not write spaghetti code or text for websites, the Arduino, LaTeX, etc. Everything should be relatively proofread.

2. Strategies to fulfill these standards: **Members should take time to learn and ask for resources as necessary. (TAs, team members, websites, manuals, etc.) Members should slow down and not make "rushing mistakes." Read website text out loud if necessary.**

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks: **The team as a whole will eyeball the tasks and try to divide the tasks initially. Members will communicate any concerns of unequal work-sharing. (i.e. if a task is taking longer than initially planned) The group will refactor work as necessary.**
2. Strategies for encouraging/including ideas from all team members (team maintenance): **Speak ideas out loud. Accept and give productive criticism. Do not dismiss ridiculous ideas without addressing them thoroughly and objectively.**
3. Strategies for keeping on task (task maintenance): The leader will use his discretion.
4. Preferences for leadership (informal, formal, individual, shared): **Informal/individual**

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: Be punctual and attend meetings so they can start at the start time. We will entertain conflicts with proper communication. (i.e. send notes).
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Members will complete assigned work by the deadline. The work includes integration and documentation. Members will communicate possible failures in advance.**
3. Expected level of communication with other team members: **Members will feel free to communicate, but for tasks, members should generally maintain independence with the exception of integration/interfaces with other modules.**
4. Expected level of commitment to team decisions and tasks: **100 percent to the major decisions. (i.e. there is a robot, it will have code, it will use Dijkstra's algorithm, etc.) More independent minor decisions are just demonstration of commitment to the big picture.**

Consequences for Failing to Follow Procedures and Fulfill Expectations:

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract: **A first infraction just deserves a call-out by the leader. If there is a second blatant infraction of this contract, the other team members will inform the course staff, likely by email to a TA cc'd to Carl. The email would serve as documentation.**
2. Describe what your team will do if the infractions continue: **If infractions continue, the other members will notify the course staff again. We cannot really "fire" anyone from this team, but**

we can let the course staff know that we have a problem, and the course staff will help us to deal with the problem (assuming that we catch the problem early).

Team Leadership:

Every person on the team will have to take the role as a leader. The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. Please note here who will be responsible when:

(Split up the time according to the number of members, below is an example for a team of 4).

Week 1-4 (Start-up, Lab 1, Milestone 1): **Joseph Zullo**

Week 5-8 (Lab 2, Lab 3, Milestone 2): **Ryan Cox**

Week 9-12 (Lab 4, Milestone 3): **Tyrone Bamfo**

Week 13-16 (Milestone 4, competition, final report): **Alex Coy**

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) Alex Coy date 06 Sep 2019

2) Ryan Cox date 06 Sep 2019

3) Tyrone Bamfo date 06 Sep 2019

4) Joseph Zullo date 06 Sep 2019