

TEMPLATE FOR TEAM CONTRACT

ECE 3400, Semester FA19 Team # 17

Team Members:

1. Sabrina Herman
2. Julia Ng
3. Eric Ma
4. Fareeza Hasan

Team Procedures

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

Kimball B11, Friday, Date, 11:15 – 12:05 PM. (We suggest allocating more time towards the end of the semester)

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: **Facebook messenger group**
3. Decision-making policy (by consensus? by majority vote?): **consensus**
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?): **We will all set meeting goals based on upcoming deadlines, and work throughout the meeting to meet all our goals.**
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 person(s) taking on less of the technical work can be documenting our work. All members will take equal turns taking on more technical challenges and recording/documenting progress.**

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.): **All project components should be completed with a reasonable amount of time and attention. Presentations and writing should be organized, clear, and deliver the required content.**
2. Strategies to fulfill these standards: **All members will review the work of others to ensure work quality is good, helping each other to achieve the proper standard of quality.**

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks: **Firstly, let people volunteer to complete the tasks they want to complete, and then let the rest of the group take on tasks as needed. If this results in unequal distribution, we can re-distribute tasks as needed.**

2. Strategies for encouraging/including ideas from all team members (team maintenance): **Keep members up-to-date on your part of the assignment, asking for input and welcoming ideas on how to better complete the task.**
3. Strategies for keeping on task (task maintenance): **Keep meetings goal oriented, keeping deadlines in mind. Make sure each person is working toward completing an upcoming deadline.**
4. Preferences for leadership (informal, formal, individual, shared): **Leadership will be shared and informal. People will take ownership of different parts of the assignment, and we will work together as a team to integrate those parts.**

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: **All team members are expected to attend and participate in all meetings.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **All team members are responsible for completing work timely, not leaving work for close to the deadline unless absolutely necessary.**
3. Expected level of communication with other team members: **All team members are expected to communicate through the messenger chat, responding to team member concerns at their earliest convenience.**
4. Expected level of commitment to team decisions and tasks: **All team members are expected to be committed to the team, contributing in team decisions and taking on meaningful tasks.**

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: **If a member is not pulling their weight, we will first try to resolve it as a group. We will ask the team member if there is a reason they are not contributing (examples: personal issue, heavy work week, not comfortable with the task, or simply laziness) and try to work with the member to come up with a plan where they can contribute equally to the team, taking their needs into account.**
2. Describe what your team will do if the infractions continue: **If we cannot come up with a solution, and a member refuses to fully participate in this team, we will reach out to instructors to help mediate the situation.**

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): **Julia**

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

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

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

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) Sabrina Permar date 9/6/19
2) [Signature] date 9/6/19
3) Fareeza Hasan date 9/6/19
4) [Signature] date 9/6/19