

TEAM CONTRACT

ECE 3400, Semester: Fall 2019 Team # 26

Team Members:

1. **Parker Miller**
2. **Ken Ho**
3. **Qiyu James Yang**
4. **John Ly**

Team Procedures

1. **Regular Team Meetings:** Held weekly at Duffield Hall or Kimball B11, on Friday, at 11:15 am – 12:05 pm.
2. **Channel of Communication:** Mainly Facebook Messenger for discussions outside of regular meetings and lab, or texting if unreachable via Facebook Messenger. Call for emergencies.
3. **Decision Making:** Majority vote if a consensus cannot be reached.
4. **Role of Team Leader:** Leadership is rotated on a regular basis as determined by the course policy. The leader will be responsible for setting the agenda for the week prior to each week's meeting. The team leader will be responsible for following up with members during meetings and outside of meetings and labs as needed.
5. **Role of Secretary:** Secretary will keep notes and minutes. All agendas and minutes will be kept and distributed on Google Drive for collaborative viewing and editing.

Team Expectations

Work Quality:

1. **Project Standards:** We will, at the minimum, achieve the required functionality for the robot, as outlined by the course. It is our goal to exceed this and develop a polished final product. To this end, we will conduct design reviews at critical points and thoroughly test all implemented hardware/software. Time permitting, we will incorporate additional elements into our project.
2. **Strategies to Fulfill Standards:** All accomplished and planned work will be reviewed and discussed at the end of meetings and labs. Major decisions will require 2-3 members for discussion.

Team Participation:

1. **Ensuring Equal Cooperation and Distribution:** We will make certain that every member of the team has their voice heard. We will strive to create a democratic and tolerant work environment where everyone is respectful. At the end of every meeting we will outline our goals for the next session so that every member knows what their tasks are.

2. **Encouraging Ideas:** The role of the team leader is rotated so that everyone has a stake in the project. We will also ask everyone to listen respectfully to anyone who is trying to express an idea. Any inappropriate language will not be tolerated.
3. **Ensuring Everyone is on Task:** We will be scheduling and listing out tasks at weekly meetings. We will use tools such as a Gantt chart to keep track of the agenda and milestones.
4. **Leadership Preferences:** Informal and shared with an emphasis on the weekly leader.

Personal Accountability:

1. **Expected Attendance, Punctuality, Participation:** Punctual attendance, in general, is expected. Participation in all meetings is also required. Deviation from standard work practice should be discussed beforehand. Refer below for corrective action.
2. **Expected Level of Responsibility:** Generally, timelines and deadlines exist to be met. Team members should strive to achieve these. Significant deadline extensions should be discussed beforehand. Refer below for corrective action.
3. **Expected level of Communication w/ Team Members:** Members should typically be working together and communicating rather than working alone. Any work done outside of regular meetings or labs should be communicated to the group before and after working alone. Everyone is expected to talk and contribute during meetings and labs.
4. **Expected Level of Commitment:** All members should be contributing ideas and work toward team decisions and tasks. The work should be split evenly between all members.

Consequences for Failing to Follow Procedures and Fulfill Expectations:

1. **Infractions of Team Contract:** Any infractions will be discussed as a team. Constructive criticism will be made to prevent further infractions.
2. **Continued Infractions:** If infractions continue to occur, they will be discussed with Professor Poitras or the TAs.

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): **Parker Miller**

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

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

Week 13-16 (Milestone 4, competition, final report): **Qiyu James Yang**

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) Parker Miller	date: 9/6/2019
2) Ken Ho	date: 9/6/2019
3) Qiyu James Yang	date: 9/6/2019
4) John Ly	date: 9/6/2019