TEAM CONTRACT

(there are 2 pages to this document)

ECE 3400, Semester # Fall 2019 Team # 2

Team Members:

1. **Jiayao Wu (Chloe)**
2. **Mira Kim**
3. **Kirsten Scheller**
4. **Ben Goldberg**

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: **We prefer to use GroupMe as our primary method. We will also use email or text message to communicate.**
3. Decision-making policy (by consensus? by majority vote?): **Majority vote.**
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 set the agenda during our regular meeting. The team leader of the lab will be more proactive in sending out reminders and checking on the progress. But team members will also check on each other.**
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?): **We will collaborate on a shared document to keep track on the agendas and minutes.**

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.?): **We expect everyone to make their best effort. When assigned a specific task, the team member should complete it fully.**
2. Strategies to fulfill these standards: **Everyone should try their best to finish their tasks. If one encounters some difficulties, do not be afraid to ask other team members. Team work makes the dream job!**

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks: **We will communicate efficiently and try to avoid conflicts before it starts.**
2. Strategies for encouraging/including ideas from all team members (team maintenance): **Everyone will have a chance to involve in every part of the project, such as maintain the github and updating the website.**
3. Strategies for keeping on task (task maintenance): **Team members check in routinely. While team leader of the lab will take more of an active role in maintain the schedule of the week.**
4. Preferences for leadership (informal, formal, individual, shared): **Shared leadership.**

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: **Everyone should attend every meeting and lab. If there is a conflict, he/she should tell the group members in advance.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Everyone is responsible for their assigned work and being a participating member in the team.**
3. Expected level of communication with other team members: **Everyone should communicate often so that tasks can get completed on time. If there were ever conflicts, everyone on the team should know.**
4. Expected level of commitment to team decisions and tasks: **Everyone should have strong commitment to the team.**

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 someone violate the team contract, we will talk within the team how to avoid it in the future.**
2. Describe what your team will do if the infractions continue: **We will turn in to TAs and professor.**

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): **Ben**

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

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

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

_____

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) Signature: Jiayao Wu   Date: 09/06/2019

2) Signature: Mira Kim   Date: 09/06/2019

3) Signature: Kirsten Scheller   Date: 09/06/2019

4) Signature: Ben Goldberg   Date: 09/06/2019