

# TEMPLATE FOR TEAM CONTRACT

(there are 2 pages to this document)

ECE 3400, Semester # 1 Team # 16

## Team Members:

1. Dan A. Batan
2. Felipe Shiwa
3. Sam Hong
4. Siqi Qian

## 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) If we need more lab time, three of the group members can go in Thursday evening lab, and for outside of lab time, we can meet on Sunday mornings.
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: **Slack**
3. Decision-making policy (by consensus? by majority vote?): **Majority vote, Leader decides in case of tie.**
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?): **Current Leader.**
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?): **Next Team Lead will keep track using Google Drive (updated on website accordingly).**

## 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.): **Strive to meet requirements earlier than the final deadline(min. 3 days); allow for extra time for improvements and additional work.**
2. Strategies to fulfill these standards: **Holding each other responsible for meeting deadlines and quality work; making sure that everyone is on track with the project and understanding what is going on.**

*Team Participation:*

1. Strategies to ensure cooperation and equal distribution of tasks: **Split tasks as a group; encourage exploring weaknesses & doing mixed tasks.**
2. Strategies for encouraging/including ideas from all team members (team maintenance): **Be open to making mistakes.**
3. Strategies for keeping on task (task maintenance): **Having dedicated time to working on this class.**
4. Preferences for leadership (informal, formal, individual, shared): **Informal; having a single person in charge (individual).**

*Personal Accountability:*

1. Expected individual attendance, punctuality, and participation at all team meetings: **Punctuality important; keep other members notified of situations. Attendance is expected, exceptions can be made on a case-by-case basis.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Complete the work assigned in time. The member should be responsible for letting other members know if they are struggling or need extra help.**
3. Expected level of communication with other team members: **Keep track of messages to each other, respond within a reasonable amount of time. Do not ghost team members.**
4. Expected level of commitment to team decisions and tasks: **High**

*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: **Strike system; 2 times is ok, 3 times is too many.**
2. Describe what your team will do if the infractions continue: **Talk to TA/Instructor.**

**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): **Siqi Qian**

Week 5-8 (Lab 2, Lab 3, Milestone 2): **Dan A. Batan**

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

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

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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.

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- 2) Sigi Qtan ~~date~~ 9/6/19
- 3) Felyce Alinse date 9/6/19
- 4) Gumtue Long ~~date~~ 9/6/19
- 5) \_\_\_\_\_ date \_\_\_\_\_
- 6) \_\_\_\_\_ ~~date~~ \_\_\_\_\_