

ECE 3400, Semester # Fall 2017, Team #4

Team Members:

Trisha Ray, Yonghun Lee, James Connelly, Paige Trexel, Logan Horowitz, Francis Yu

Team Procedures and Expectations:

Regular Meeting Times:

Every Friday during lecture- MANDATORY

Every Monday 4:30-5, after lab

During Friday lecture meetings, we will also decide on additional meetings for the upcoming week.

Roles:

Team Leader- this person is in charge of running the meetings and coming up with the agendas and deadlines. This person will also organize people's roles and remind people of what needs to get done.

Secretary- this person is in charge of taking meeting minutes and lab notes during lab. This person will also take attendance

Webmaster- this person is in charge of keeping the website up to date for the week and adding necessary Lab reports and documents to the website. The webmaster is the only one allowed to commit to the master branch as well as merge branches!

**We will be rotating roles every week

Meeting Minutes:

All meeting minutes will be kept in our Google Drive folder.

Consequences:

Actions that can lead to consequences:

- Failure to meet deadlines
- Failure to attend meetings
- Low quality work
- Harming others or the project

If the majority of the team agrees that a team member deserves a consequence, the following options for consequences may apply:

- Bring snacks to next meeting
- Develop the website (e.g add a theme, add more pictures, etc)
- Add a tutorial to the website

- Do additional testing for the robot
- If a pattern develops, the team member will be reported to Kirstin

Preferred Method of Communication:

Primary: Group iMessage

Secondary: Email Chain

Team Expectations:

What to keep in mind while editing the website:

1. Is the website detailed?
2. Is the website accessible?
3. Does the website have sufficient visuals?
4. Is the website clear and concise?
5. Is there a good word to image ratio?
6. Is the website proofread?
7. Is the website professional?

What to keep in mind for individual work/design:

1. Are you proud of it?
2. The work should consistently follow the guidelines and meet lab expectations
3. The design should be safe and functional
4. No duct tape in end product

Note: As the semester progresses, we will establish more concrete expectations for each assignment

Deadlines:

Class Deadline such as milestones or lab reports should be completed about a **day** before.

Group Assigned Deadlines should be done by the assigned deadline.

Peer Review:

A day before class deadlines, we will be peer reviewing other members' work before we submit.

Peer Review will consist of reading through the work and making sure it meets all requirements.

- I participated in formulating the standards, roles, and procedures as stated in this contract.
- I understand that I am obligated to abide by these terms and conditions.
- I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1. __ Trisha Ray _____ date __ 09/01/17 __

2. __ Paige Trexel _____ date __ 09/01/17 __

3. __ Yonghun Lee __ date __ 09/01/17 __
4. __ James Connelly __ date __ 09/01/17 __
5. __ Logan Horowitz __ date __ 09/01/17 __
6. __ Francis Yu __ date __ 09/01/17 __