

Team Contract

ECE 3400, Semester F18, Team #9

Team Members: Stark Li, Gauri Jain, Mark Anastos, Diane Sutyak

Team Procedures

1. The team will meet every Friday, 11:15am-12:05pm.
2. The preferred method of communication is the team FB messenger. Messenger will be used to communicate reminders, questions, and additional team meetings. Urgent updates and announcements will be emailed to all team members.
3. Decisions will be decided by majority vote. If the vote is 2-2, the team lead's vote will count as 2. Team lead will also set agenda before meetings and make sure team sticks to that agenda and stays on track in meeting. It's also team leader's responsibility to also keep meeting to designated time.
4. Team meeting minutes will be taken on a rotating basis. (ie. Every week, a different team member will take minutes.) The current minute-taker will email the week's minutes by Saturday, 11pm.

Team Expectations

-Work Quality

1. Team members will submit their highest quality of work. Team members will be honest about their capabilities, and notify the team if their work is beyond their capabilities. Individual work will be peer reviewed by at least one other team member.
2. Work to be peer reviewed must be given at least 1 day in advance to the reviewer. Constructive criticism and comprehensive review is expected; do not skim! Peer-reviewing work will be distributed evenly.

-Team Participation

1. By Monday's lab section, discuss the following week's tasks, and split up with intention that everyone works equal hours. During the following Friday's meeting, recap work/time for that week and discuss unexpected trends.
2. Every team meeting will begin with a round table session for ideas. Each Team member will be given ~5 minutes during the round table. Team members must give constructive criticism before rejecting any ideas.
3. The team leader will run the meeting according to the agenda, and set the meeting end time.
4. Being team leader is more of a facilitative role; you do not make rulings or boss people around. However, there is a clear person in charge each week.

-Personal Accountability

1. All team members will attend team meetings, and be punctual. If a team member has a conflict, the team will be notified 24 hours in advance. If member misses a meeting, they must read all meeting minutes within 24 hours of meeting.
2. All class deadlines WILL be met. Personal team deadlines may be given leeway if the team member communicates the delay to rest of team, and that delay will not severely set behind the team.
3. Team members will respond or acknowledge all messages within five hours.
4. Team members must be fully committed to course tasks and team decisions.

-Consequences for failing to follow procedure or fulfill expectations

1. If a team member is >10 minutes late for a meeting, that member will bring snacks to the next team meeting. If a team member misses a meeting or fails to meet a team deadline, they will bring snacks to the next two meetings.
2. If continuous infractions occur, team will meet discuss. The team will vote to determine whether Professor Peterson and/or relevant TA's need to be notified.

Team Leadership

The team lead will rotate on a weekly basis. The rotation order is Diane, Mark, Gauri, Stark.

Deliverables / Milestones

Week 1-4 (Startup, Lab 1, Milestone)

Week 5-8 (Lab 2, Lab 3, Milestone 2)

Week 9-12 (Lab 4, Milestone 3)

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

Future Changes in Contract must be approved by all team members.

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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 conditions, I will suffer the consequences as stated in this contract.

Stark Li 08/31/2018

Gauri Jain 08/31/2018

Mark Anastos 08/31/2018

Diane Sutyak 08/31/2018