

# Team Contract

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## ECE 3400 | Fall 2017 | Team #5

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Members: Rajiv Kommareddy, Adam Macioszek, Kelsey Nedd, David Valley, Aaron Wisner, Christina Xu

### Team Procedures

- It is important to keep all members of the team aware of the time and date of all meetings. It is a good idea to pick a day, time, and place for regular team meetings.
  - Weekly meeting times/locations will be discussed during our lab section on Monday nights. Our additional weekly meeting time is set for 4:30 on Wednesdays, in Upson. If you cannot attend a meeting, review the meeting minutes Google document, and if there are specific questions, consult the GroupMe.
- Who will set each agenda? How long before the meeting should this be announced? 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?
  - The team leader will send an informal agenda over GroupMe as soon as the meeting is scheduled. Edits to the agenda can be made by anyone on the team leading up to the meeting.
  - The team leader will make sure the team sticks to the agenda
  - The team will follow a checklist during meetings to keep them on track
- Agree on how your team will make decisions. By consensus, majority vote, leader has veto rights, etc.?
  - Majority vote
- Always keep a written record of what was agreed upon in the meeting. Who will be responsible for taking these notes? How will they be disseminated? Where will all agendas and meeting minutes be kept?
  - Adam is in charge of recording meeting minutes, which will be stored in a shared Google document.
- All members should agree to a preferred method of communication (e.g., e-mail, cell phone, face-to-face), and be individually responsible for answering in good

time as agreed upon in the team. Please note what method(s) and response delay you agree on.

- GroupMe, with responses expected in about an hour (unless the rest of the team was informed that you would be unavailable for longer). Urgent messages can be sent using the “@” feature to notify someone in particular, and text messaging will be used if completely necessary.

## **Team Expectations**

### **Work quality**

- Agree on a (realistic) level of quality for website updates, individual work/design, peer reviews, etc.
  - The website should be a reflection of our best work, and should therefore be something we can all take pride in having created. It does not have to be over-the-top amazing, but it should not look sloppy or miss requirements.
- Agree on when individuals/sub-teams must finish their part (on the deadline, or hours or a day before the deadline such that other team members can check their work)
  - Always get things done ahead of time when possible. It's preferred to have things done a couple hours ahead of time to give everyone else a chance to look things over. Get things submitted by the deadlines at all costs.

### **Strategies to fulfill these standards**

#### *Team Participation:*

1. Strategies to ensure cooperation and equal distribution of tasks: split up the harder, more tedious tasks into more workable pieces, and divvy up smaller tasks evenly to ensure that everyone is spending approximately the same amount of time working
2. Strategies for encouraging/including ideas from all team members (team maintenance): the floor is open to all, so if you have an idea you would like to discuss, say it!
3. Strategies for keeping on task (task maintenance): the team leader will be responsible for making sure the team remains on task

4. Strategies to get help if you're stuck: ask a fellow teammate if you think one of us will know the answer. If not, then Piazza and office hours will be good. If you anticipate something will cause a problem, get help sooner rather than later

#### *Personal Accountability:*

1. Expected individual attendance, punctuality, and participation at all team meetings: meet where we say we will, when we say we will. Being a few minutes late is ok, as long as it's not completely unreasonable (>15 minutes)
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: you are responsible for completing the tasks for which you have been delegated, within the time window you have defined
3. Expected level of communication with other team members: respond to all GroupMe messages about tasks which concern you
4. Expected level of commitment to team decisions and tasks: commit to what you agree you will commit to
5. How should a team member catch up if they have to miss a meeting: read the meeting minutes and ask questions on GroupMe if you have any

#### *Consequences for Failing to Follow Procedures and Fulfill Expectations*

1. Describe how, as a group, you would handle individuals who do not live up to this contract: team members who violate the contract will be placed on the website's public shame list
2. Describe what your team will do if these infractions continue: if it really becomes a problem, then we will bring it up to the professor and/or TA for a further plan of action

## **Team Leadership**

Every person on the team will have to take the role as a leader for at least two weeks. 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:

Aug 28th - Sep 15th (Lab 1, work on lab 2): Aaron

Sep 16th - Sep 29th (Lab 2, Milestone 1 and 2): Rajiv

Sep 30th - Oct 20th (Lab 3, work on lab 4): Christina

Oct 21st - Nov 3rd (Lab 4 and Milestone 3):

Nov 4th - Nov 17th (Milestone 4):

Nov 18th - Dec 5th (Final competition and deadline for the website):

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- 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. Rajiv Kommareddy\_\_\_\_\_ date 09/04/2017
2. Christina Xu \_\_\_\_\_ date 09/04/2017
3. Kelsey Nedd\_\_\_\_\_ date 09/04/2017
4. Adam Macioszek\_\_\_\_\_ date 09/04/2017
5. David Valley \_\_\_\_\_ date 09/04/2017
6. D. Aaron Wisner\_\_\_\_\_ date 9/04/2017