***Team Agreement***

**EC463/EC464 - Senior Design**

**Fall 2018 – Spring 2019**

We, the members of team number \_\_\_\_\_, called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have entered into a project titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the customer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as part of Senior Design Project, ENG EC463/EC464.

The general objective of our project is:

We expect that our major project deliverables will include the following:

GENERAL CRITERIA FOR SUCCESS

We understand that evaluation of our work in Senior Design will depend on several factors. First is our team's success at meeting our proposed objectives, as described by our specifications, and providing our deliverables in working fashion, with the required documentation, by the course deadlines. Second is our demonstration of individual proficiency at design and at keeping adequate engineering records of our work. Third is our individual and collective team skill in listening, helping others to reach their goals, and negotiating technical and team problems. Finally, we understand the department policy for reimbursement of expenditures made in executing our project and agree that anything spent about the amount reimbursed by the department will be equally shared among all team members.

INDIVIDUAL LEADERSHIP

We understand that Senior Design teams shall be organized to give each member clear responsibility for one or more design areas. Several people may collaborate on a problem, but only one person should be the designated 'leader' for a design area. Each of us should be the leader of at least one design area so that we can clearly demonstrate our individual proficiency in design and in keeping professional engineering records (in our logbooks).

RESOLVING TEAM CONFLICTS

We understand that we need to work to resolve interpersonal and technical disputes within our team, in a professional and respectful manner. This will sometimes involve compromise, and we agree to be open to reasoned technical arguments about our individual areas and the team's collective efforts. We will seek faculty or mentor help when problems appear serious and are not resolved quickly by our efforts.

NON-PERFORMANCE OF DUTIES BY A TEAM MEMBER

We understand that each of us must pursue our design and team tasks in a professional and timely fashion to ensure our team's success. Should a team member fail to show diligence and concern for the team, a meeting of the team and the course faculty will be held to assess the situation and recommend specific short-term performance goals for the team member, and possibly the whole team. If these goals are not met, the course faculty may decide to remove the offending team member from the team. The student will then have to complete the course reporting directly to the faculty as a team of one. This is a serious step and suggests a significant failure on the part of the individual, and possibly the whole team. It should not be considered except as a last resort.

QUESTIONS

We understand that students and teams are welcome to approach the course faculty about this agreement at any time.

INDIVIDUAL TEAM MEMBER RESPONSIBILITIES

The remaining pages list our team members and our individual 'leader' responsibilities.

TEAM MEMBER ADDENDUM (submit one for each team member):

Team Member Name: (printed)

Team Number \_\_\_\_\_\_ Team Name:

I have read this entire document, including my teammates’ descriptions of their 'leader' roles. I understand the document and agree with the descriptions of roles.

Team Member Signature

Date:

The following paragraph(s) describes the technical problem(s) for which I hold leader responsibility. (Please give technical details if possible. Broad topical claims will be difficult to assess.)

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