SMACK Team Contract

ENEL500 – Capstone Design Project (Industry Sponsored)

**SMACK Members:**

Charles Bird – Kyle Derby MacInnis – Andrew Dravucz – Shane Fast – Mark Tinana

# DOCUMENT PURPOSE

This document outlines rules and regulations that are to be adhered to by the members of the SMACK Team, hereby referred to as SMACK, for the remainder of the Capstone Design Project’s duration. The rules and regulations hereby recorded in this document are to be agreed upon and/or changed until all members participating in the project have signed this document. The following sections are laid out according to category that best fits their description and as may be necessary some sections may refer in detail or in part to other sections laid out separately within this document. This document is also accordingly drafted as per one of the deliverables necessary for completion of the Capstone Design Project, namely TASK #2 – the high-level design report.

# A: Expectations

## A-1: Project Expectations

The SMACK Team Members agree to the following commitments:

1. Adhere to the sponsor’s requirements and to the project outline.
2. Follow the course requirements set out by the University of Calgary.
3. Pass and achieve at a minimum, the acceptable grade of completion.
4. Strive to complete the project in accordance with the objective and project goals laid out.
5. Exceed the expectations where applicable.

## A-2: Member Expectations

The SMACK Team Members agree to the following commitments:

1. All members will be expected to follow the course requirements and any further requirements from the University of Calgary or Industry Sponsor.
2. Follow any and all processes which have been developed or decided upon by the Course Coordinator, the industry sponsor, the group TA, or the members themselves.
3. All members will be expected to follow the expectations listed within this document.
4. All members will be expected to know their responsibilities and should have them recorded in the Log-Book to keep accurate records, as well as updating any changes to the Work-Task Breakdown should they arise – this should be done at least prior to any scheduled meetings.
5. All members are expected to strive to put forth their best effort and to resolve, proactively where-possible, any conflicts should they arise.
6. Graduate!

# B: Conflict Management

## B-1: Escalation Procedure

The SMACK Team Members agree to the following commitments:

1. All conflicts are to be handled through the SMACK Team Leader as soon as a conflict occurs. If the conflict is with the Team Leader then the conflict should be brought to the attention of the course coordinator.
2. If the conflict can be resolved peacefully without mediation between the members of the group involved then it should be attempted. If conflict persists then follow the procedure outlined in Article B-1-a of this document.

## B-2: Due Process

The SMACK Team Members agree to the following commitments:

1. If a conflict arises and there is no emergency, conflict resolution is best done with initial communication between those affected via email following the proper escalation procedure, and they should attempt to plan an appointment to discuss the problem in person.

## B-3: Acceptable/Unacceptable Behaviour

The SMACK Team Members agree to the following commitments:

1. All members shall follow the Student Code of Conduct as laid out by the University of Calgary. This shall be deemed acceptable behaviour.
2. Any actions consisting of harassment or violence or contradicting the practices outlined in the Student Code of Conduct of the University of Calgary is to be considered unacceptable behaviour.

# C: Deadlines

## C-1: Soft/Hard-Deadlines

The SMACK Team Members agree to the following commitments:

1. Tasks should be assigned either a Soft deadline or a Hard deadline when being delegated.
2. A Soft deadline is one which has an amount of slack on its completion date.
3. A Hard deadline is one which has no slack and would be considered late and sub-satisfactory if missed.
4. All deadlines should be understood by all members of the group and should be agreed upon within their scheduled meetings.

## C-2: Safety Net Period

The SMACK Team Members agree to the following commitments:

1. As with Soft deadlines there is a period of slack associated with it. Where possible, SMACK should attempt to promote Soft deadlines where possible to allow for modification and unintended obstacles.

# D: Communication

## D-1: Mediums of Communication

The SMACK Team Members agree to the following commitments:

1. The main method of communication within SMACK and with the course coordinator and sponsors is to be via email. Emails of SMACK members should be logged and known by all members of the group.
2. Additional contact information should be made available where possible alongside appropriate times of communication and communication expectations.
3. Timeliness of Communications should be as necessary. If communication could benefit the SMACK project then it should be attempted.

## D-2: Social Media

The SMACK Team Members agree to the following commitments:

1. It may be beneficial to use Social Media for communication in addition to other methods such as email or phone, this avenue should remain open in the future.
2. Decide on platform and scope of communication
3. Pros – Allows for additional avenues and backup communications – also realtime updates
4. Cons – Requires an additional point of interaction which must be checked.

## D-3: Acceptable Hours

The SMACK Team Members agree to the following commitments:

1. Times of communication should be outlined and made accessible by all members of the group.
2. Schedules and availability should be made available when known.

# E: Time Commitment

## E-1: Weekly Commitment

The SMACK Team Members agree to the following commitments:

1. Locations should be known in advance of the scheduled meeting time.
2. Deliverables due at meetings should be mentioned in advance and understood by the members.

## E-2: Meeting Schedule

The SMACK Team Members agree to the following commitments:

1. The schedule should be as accommodating as possible for all members.
2. Time conflicts should be recognized and not discounted or ignored, and if reason permits be used for excuse from a meeting.
3. Compromise should be made where necessary and accountability should be apparent on all aspects of the SMACK project.

## E-3: Notice Periods

The SMACK Team Members agree to the following commitments:

1. Meetings should be used to discuss and present deliverables and deadlines should be made within meeting where possible.
2. Preference should be given to the most accommodating adjustments if a time conflict should arise.

# F: Meeting Attendance

## F-1: Attendance Expectations

The SMACK Team Members agree to the following commitments:

1. Members are expected to make weekly meetings each week.
2. Tardiness is permissible if reason is justified.

## F-2: Absences

The SMACK Team Members agree to the following commitments:

1. If a member is to be absent, that member should alert any affected parties and make their absence known to the group in advance with as much notice as possible.
2. Notice of absence alone is not reason enough and a valid excuse is still necessary.
3. Absences do not excuse work that is expected to be done.

## F-3: Make-Up Sessions

The SMACK Team Members agree to the following commitments:

1. Members are expected to fulfil missed objectives and requirements and if necessary schedule a make-up session to go over the information..

# G: Stress Management

## G-1: Resources (Campus + Third Party)

The SMACK Team Members are aware of the following Resources:

1. There are resources available on campus and more information can be received from the Wellness Centre located in MacEwan Student Centre.
2. Services such as the Wellness Centre, Counselling, Stress, Medical, Financing, and other things offered on campus.
3. Services such as the Food bank, Hotlines, Counselling and more offered by Third Parties and available within the City

# H: Team-Building

## H-1: Semester Team Building Events

The SMACK Team Members will consider the following suggestions and schedule permitting will look into the following:

1. Team Building events during each semester to help reduce stress and build a stronger group. This could be something like a group outing, a relaxing discussion, or some sort of social event.
2. Team Building events will promote a healthier team environment and may help to reduce tensions between group members as well as build understanding.

# I: Progress Updates

## I-1: Official Updates/Reviews

The SMACK Team Members agree to the following commitments:

1. All Official Updates and Reviews should be managed in a timely fashion and should be an ongoing part of the project. The Log Book should be used in this regard where necessary.

## I-2: Additional (Optional) Updates/Reviews

The SMACK Team Members agree to the following commitments:

1. In addition to the official updates and reviews, SMACK Team Members should perform a group review and see if everyone is progressing as planned. This review could be done anonymously through an online survey tool or could be done in a meeting in person.

# J: Work-Task Breakdown

## J-1: Task – and Responsibilities

All SMACK Team Members agree to the following commitments:

1. Each member should know and have their tasks and responsibilities located both in the Log Book as well as in a Work-Task Breakdown.

## J-2: Timelines

All SMACK Team Members agree to the following commitments:

1. Each Task should have an appropriate timeline and estimated time of completion.
2. These should be updated as the task progresses.
3. Soft and Hard deadlines should be made aware

## J-3: Charting/Recording Progress

All SMACK Team Members agree to the following commitments:

1. Progress and Updates should be known and preferably recorded by the group members.
2. This could be done periodically or on an as-needed basis.

# K: Code of Conduct

## K-1: Agreement

1. All the above expectations and guidelines are to be considered the Code of Conduct which will be representative of understood commitments.
2. This signed document will act as a statement of acknowledgement between the group members such that they agree to uphold the Code of Conduct.
3. Any changes must be voted on and accepted by the majority of the group and must additionally pass inspection by the TA, Sponsor, and Course Coordinator.

# L: Declaration

By signing this document all members of the SMACK Team that have signed within are to be acknowledged as official members of the SMACK project and will be given authority to act as such station permits. It is hereby with the signatures of all the Members of the SMACK Team that this document is to be made binding and the rules and regulations laid out in this document recognized.

The Members of the SMACK Team Project do hereby acknowledge our acceptance and understanding of the regulations as laid out by this document:

**Print Name**

**Signature Date**

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