

**Teammate Contract**

## Mission

Embry-Riddle Hydrogen strives to create an educational demonstrator to produce and store hydrogen gas to run a 1-Watt fuel cell.

## Absences

1. Absences without good reason count as unexcused.
   1. “Good Reason” is determined by majority present vote.
2. If you know in advance you will miss a meeting, notify the team.
3. 1st Unexcused Absence: Verbal with Detail Team Lead.
4. 2nd Unexcused Absence: Verbal with Team.
5. 3rd Unexcused Absence: Formal apology with written action correction plan.
6. 4th Unexcused Absence: Must schedule each hour missed to make up with DTL.
7. 5th Unexcused Absence: Violence (Meet with Professor Gerrick).

## Communications

1. Scheduling of Events
   1. All team meetings must be agreed upon and scheduled through MS Outlook calendar.
   2. There will be at least one hour per week scheduled outside of regular class time that is dedicated to capstone purposes.
2. Microsoft Teams
   1. Team members shall ensure all team notifications are enabled.

## Solving Conflicts in Decision Making

1. No throwing hands without protection.
   1. Both parties agree to scrap with the use of puggle sticks.
   2. Team member referee must be present.
2. All disagreements will be solved via rational, mature conversations.
   1. If necessary, tools such as a Pugh Matrix can be used to make the final decision.
   2. If your idea is not picked, you are allowed to be salty for 15 minutes, then you need to get back in line with the team.
3. Communicate.

## Deliverables

1. Deliverables are assigned by the DTL.
2. Deliverables must addressed with the team at each meeting.
   1. If a deliverable is missed for whatever reason, you must demonstrate the measurable progress you made to complete your deliverable.
3. Deliverables will be assigned a priority level 1 through 3
   1. Priority 1 – Deliverable is assigned to one person and non-imperative to progression.
      1. 3rd missed deliverable requires meeting with DTL to create action plan for future improvement.
      2. Further offenses will be handled on a case-by-case basis at the discretion of the DTL.
   2. Priority 2 – Deliverable is assigned to two or more people.
      1. 1st missed deliverable requires meeting with DTL and creation of a written action plan.
      2. Further offenses will be handled on a case-by-case basis at the discretion of the team.
   3. Priority 3 – Deliverable is part of the course syllabus critical for the immediate progression of the project. Any deliverable in Comic Sans will also be considered.
      1. 1st offense requires meeting and action plan with team and one capstone professor.
4. If you are having trouble completing a deliverable, communicate it with the team and ask for help.
5. Deliverables should demonstrate a high quality of work and care.

## Format Rules

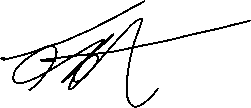
1. Content submitted for a grade should follow team format standards.
   1. IEEE citations
   2. Reference final DRVP for any formatting questions
   3. Fonts
      1. Times New Roman style
      2. **Heading 1 – 18 point, bold**
      3. **Heading 2 – 14 point, bold**
      4. **Heading 3 – 12 point, bold**

By signing below, we agree to the terms stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

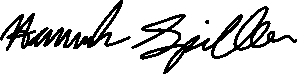


Dylan Astrup, DTL



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tesla Alford III



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hannah Spiller



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Titan Berson



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Carrabine

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Jacob Wolf