

TEAM CONTRACT

ECE 211 / 212

Team # Electric Vision

Team Members:

Name (incl. preferred nickname)	Time zone	Strengths, skills
Phil Nevins	GMT	Organization, debug/troubleshoot, math
Ken Sutter	GMT	Organization, hardware, coding

Team Procedures

1. Day, time, and place for (recommended) **daily Scrum meetings outside of class**:

Monday, Wednesday, Friday at 15:00 hours at the Engineering building on campus or on Zoom/Discord if there is not class meeting.

2. Day, time, and place for regular **Sprint review & retrospective meetings** (typically on Friday at the end of the 2-weeks sprint):

The first Friday after each sprint at 15:00 hours at the Engineering building on campus or on Zoom/Discord if there is not class meeting.

3. Preferred method of **communication**, e.g., **Slack**, e-mail, cell phone, face-to-face, etc., - to inform each other of team meetings, announcement, updates, reminders, problems. How often are members expected to check it?

We will be using the Discord server we have set up for the team for all communication for this project. Members are expected to check this server once a day and reply within 24 hrs.

4. **Decision-making policy** (majority, consensus, authority, expert, average, authority after discussion):

We will be using consensus to make decisions in this group.

5. Method for setting and following meeting **agendas**. This is already prescribed by Scrum for the Sprint Planning, Retrospective, and Review but each meeting will be slightly

different. Who will lead these discussions? If needed, who will set up meeting agenda and how will it be distributed?

We will have planned meeting agendas based on the topic and portions of the project we are working on. The agenda will be a list of points to cover usually typed in the discord server. Ken will be responsible for meeting agenda and distribution. Since we have a two person team who ever is in charge of the subsystem we are working on that day will lead the meetings.

6. Method of **record keeping** (Who will be responsible for recording notes on Trello? Where will additional materials be kept? (suggestion: Google Drive)):

Phil will be in charge of recording notes and record keeping. We will be using discord and google drive for storage of these notes and documents.

7. How will collaboration on **writing the final report** and other interim reports be handled? (Tools used? Recommendation is to use Google Docs. How will you distribute tasks? Who will do the final proofreading, editing, and submitting?)

We will be dividing all of the work in half since we are a team of two. This includes the final report. For editing both of us are going to edit and proofread the final report and come to a consensus as to when its ready to be submitted.

Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for project contributions, team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

We will be trying to produce our best work as a team that includes all aspects of the project.

2. **Strategies** to fulfill these standards:

Meeting deadlines- it 's important to meet deadlines to ensure we are able to have a quality product.

Being honest- it is important to be honest with yourself and the team about your capabilities and skill set to ensure a high quality product.

Ask for help- if anyone in the team is struggling we would like them to ask for help to ensure a quality product.

3. **Grade expectations:** discuss this topic as a team but do not write it down. This is meant to help everyone understand commitment levels.

As a team we have discussed grade expectations and we are both striving to receive full marks on everything in the class.

Team Participation

1. Strategies to **ensure cooperation and equal distribution of tasks:**

Communication is important for cooperation and efficient group work.

Honesty- is very important for group work since we rely on each other to get the project done.

2. Strategies for **encouraging/including ideas from all team members:**

Since there are only two of us this should be more of a non issue since we already have a good working relationship and communicate well together. If either group mate feels like their ideas are not being taken seriously or are being discounted for any reason they are expected to speak up and let the other know how they are feeling.

3. Strategies for **keeping on task:**

Designated tasks- having designated tasks for each group member is important for keeping each other on task

Designated work times- is important for keeping the group on track and working efficiently

Deadlines- are important for keeping the group working on task and finishing tasks on time

4. Preferences for **leadership** (informal, formal, individual, shared):

Our group prefers informal leadership. We are a small group of two people and we think it will work best whatever subsystem each person is in charge of, they are the leader for that and we will share leadership for everything else.

Personal Accountability

1. Expected individual **attendance, punctuality, and participation** at all team meetings:

Both members are expected to be at meetings on time and participate. Honesty and open communication about each person's schedule so that we don't waste time with only one person showing up to a meeting.

2. Expected level of responsibility for **fulfilling team assignments, timelines, and deadlines**:

The project has been split up into two halves essentially and each member is fully responsible for their half. This doesn't mean they cannot ask for help just that they are responsible for having subsystems done in time.

3. Expected level of **communication with other team members** in terms of quantity and quality.

Each team member is expected to communicate as much as needed to accomplish this group project. Each team member is expected to ask for help and or inform the group of issues or delays.

4. **Special praise:** Think of some ways to praise member(s) that go above and beyond the call of duty.

In our group we will praise each other when a task has been completed.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract. Be specific. You can provide a scenario such as “if a team member is missing two consecutive daily standups without notifying the team we will ...” and similar.

For any infractions we would start with a quick chat to discuss what is going on and why there was an issue.

2. Describe what your team will do **if the infractions continue**:

If the behavior continues we would issue a warning. If the issues persist after a chat and a warning then we would reach out to have a meeting with the professor. If the professor cannot help then we would ask to do solo projects at that point.

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

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|--------------------|---------------|
| 1) Kenneth Sutter. | date 06/30/22 |
| 2) Philip Nevins | date 6/30/22 |
| 3) _____ | date _____ |
| 4) _____ | date _____ |
| 5) _____ | date _____ |

[1] Adapted from https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc

[2] Ford and Coulston, Design for Electrical and Computer Engineers, McGraw-Hill, 2008