

Teamwork Contract

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I. HOW WILL THE TEAM BE RUN?

Our capstone team will be run using a unanimous voting process. We feel that unanimous voting allows all members to be equally heard and contribute to the design process. If a member is being unreasonable, we may resort to a majority vote for that specific decision.

II. TEAM EXPECTATIONS

A. *Participation (Engagement and effort in the project)*

Each Member is expected to equally contribute to the project. This means attending all meetings, being active in the meetings, and completing the tasks delegated by the team.

B. *Contribution (Progress on the project)*

All members are expected to contribute equally to the project and no one member is allowed to take a large portion of the project.

C. *Communication*

Communication between members in the team will mostly be done through text messages, emails, and possibly video calls. Members are expected to respond within a reasonable time such as within several hours of the message or email.

D. *Meetings*

Attendance at scheduled meetings is required. If circumstances arise where a member is not able to make the meeting, the team must reschedule to have all present. If an emergency arises, the affected teammate must let his team know immediately. Meetings are scheduled to occur at least once a week, either over teams or in person. If the need arises, meetings will be scheduled more frequently.

E. *Conduct*

Team members are expected to be professional at all times by being respectful, self-motivated, dependable, and honest. This should in turn lead to a collaborative working environment for the team.

F. *Conflict*

If conflict arises between two members of the group or more, the conflict should be left to the members in question. If the conflict cannot be resolved in a timely manner and the other members cannot help to resolve the situation, then it will be brought to the attention of Mr. Roberts. If left

unresolved, more issues within the team could possibly arise.

G. *Deadlines*

The team will respect and meet the deadlines set in place by Mr. Roberts as well as deadlines created by the team. Deadlines for milestones created by the team will be discussed when the need arises.

III. UNIQUE ROLES

The capstone team has decided on three roles to be filled within the team that complies with the structure of authority: Nidhay as Secretary, Dillon as Communicator, and Austin as Treasurer.

A. *Secretary*

The secretary is responsible for recording the minutes in any meetings and keeping a record of progress made on the project throughout the semester.

B. *Communicator*

The communicator will relay any concerns with the project to Mr. Roberts and will ensure communication between team members.

C. *Treasurer*

The treasurer will manage the budget and inventory for the team and ensure proper use of all materials and components.

IV. TEAM MEMBER RATING

A. *1/5*

Team Member did not attend scheduled meetings and did not have a positive impact on progress.

B. *2/5*

Team Member only attended a few meetings and did not have a positive impact on progress.

C. *3/5*

Team Member regularly attended meetings, but did not contribute time outside toward progress.

D. *4/5*

Team Member regularly attended meetings and worked outside to advance team progress.

E. *5/5*

Team Member had an astounding impact on both planning and execution of the project.

V. TEAM MEMBER SIGNATURES

Dillon Williams

Nolan Patel

Myra Murray

Myra Patel

A. Singh