Team Contract

ECE 3400, Semester # Fall 2017   Team # 14

Team Members: Giacomo Di Liberto, Joan Song, Kristina Nemeth, Russell Silva, Michelle Feng

Team Procedures

- Weekly meeting time is Tuesdays 5 - 6 PM,
- During this meeting, there must be preparation for the Thursday lab section.
- If a person misses lab section due to a prelim, the time missed should be made up for in lab.
- A team member must let all other teammates know when they have other involvements which include classes and extracurricular involvements.
- If a meeting cannot be made, everyone else must be told 24 hours before the meeting.
- An alternating member will be taking meeting minutes every meeting. The rotation for meeting minutes will be as follows: Joan, Russell, Giacomo, then Kristina
- A google doc will be made in which each team member can input topics for the agenda. Then the person who is in charge of the meeting minutes will finalize the agenda the night before the meeting.
- The person who is in charge of the meeting minutes is responsible for sending a message in the Groupme to remind people of the meeting time and to state the agenda.
- Majority vote will be held to make decisions. In the case of a tie, a compromise must be reached to form a consensus.
- Course schedule must be posted in the team google drive. People can include research, project team meetings or other legitimate reasons that affect their response time.
- Groupme will be used for communication. A prompt response is within 2 hours for urgent matter unless one has a class or research/project team.

Team Expectations

Work Quality

- Clear notes must be written by each team member in the log on all work that is done. This will be reviewed by the remaining team members during the next time that team members are together.

- High quality of work must be kept up for all aspects of the project.
- Minimum weekly work hours: 6 hours per person; 8 hours for the last 5 weeks of the semester
- These work hours include but are not limited to team meetings and lab. Members are highly encouraged to spend more time. There is no maximum work hours.
- Considering the deadline is Thursday, individuals must finish their parts by the meeting of Tuesday. At this point the work will be reviewed and changes must be made by Wednesday afternoon. The work will then be reviewed by team members again remotely and comments must be made on the work by midnight Wednesday prior to submission. Submission will occur Thursday morning.

Strategies to fulfill these standards:

Team Participation:

1. **Strategies to ensure cooperation and equal distribution of tasks:**
- Tasks are distributed collectively during group meetings to ensure minimal bias in task allocation.
- Flexibility is expected in receiving and allocating tasks (we will try to think about individual member preferences in the type of work they will be doing during the week).
- Proper reasoning must be given in task selection or rejection. Other members must approve the validity of this. A good example for a selection of a task would be that a member knows a lot about one topic or a member has a significant interest in that specific work.
2. **Strategies for encouraging/including ideas from all team members (team maintenance):**
- Every person will be given the opportunity to speak about every topic on the team agenda.
- The person who is leading the meeting has the power to say that the topic has been exhausted and to move onto the next topic on the agenda.
3. **Strategies for keeping on task (task maintenance):**
- The person who is leading the meeting (taking meeting minutes) is in charge of keeping the topic on task.
4. **Strategies to get help if you're stuck:**
- If a person is stuck, let the other team members know what the problem is and reach out for advice or help. Also reach out to the TA's.

Personal Accountability:

1. **Expected individual attendance, punctuality, and participation at all team meetings:**
● Cooperates with attendance as stated in the Team Procedures.
● Team members cannot be more than 5 minutes late without giving a valid reason.
● If a team member is consistently late, the remaining team members will address this.
● If team members feel that a person is not carrying their weight, the remaining team members will talk to the person about this. If this continues, they will not receive credit for the work and course staff will be notified.
2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:**
● Refer to work quality for the timelines and deadlines.
● Work assignments will be decided during meetings.
3. **Expected level of communication with other team members:**
● All bugs or potential bugs must be communicated with other team members.
● Refer to the previous sections.
4. **Expected level of commitment to team decisions and tasks:**
● Refer to team participation sections
5. **How should a team member catch up if they have to miss a meeting:**
● Communicate with other members to see what happened during the meeting, read the meeting minutes, and get work for the upcoming week.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. **Describe how, as a group, you would handle individuals who do not live up to this contract:**
● We will let the member know how they have been lacking in their work level and future steps to prevent further miscommunication and promote a fairly level amount of work between team members
● Refer to part 1 on personal accountability
2. **Describe what your team will do if these infractions continue:**
● A meeting with the professor or section TA to discuss the removal of member names from lab reports or the final project
● Refer to part 1 on personal accountability

Team Leadership

Every person on the team will have to take the role as a leader for at least two weeks. The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. Here are some hints on what the leader should do. Please note here who will be responsible when:

Aug 28th - Sep 15th (Lab 1, work on lab 2): Giacomo

Sep 16th - Sep 29th (Lab 2, Milestone 1 and 2): Michelle

Sep 30th - Oct 20th (Lab 3, work on lab 4):Russell

Oct 21st - Nov 3rd (Lab 4 and Milestone 3): Giacomo

Nov 4th - Nov 17th (Milestone 4): Jo

Nov 18th - Dec 5th (Final competition and deadline for the website): Kristina

(If you are more or less than 6 people, please adjust the time periods accordingly).

- I participated in formulating the standards, roles, and procedures as stated in this contract.
- I understand that I am obligated to abide by these terms and conditions.
- I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.
1. _ Kristina Nemeth   _ _ _ _ _ _ _ _ _ _ _ _ date _ _ _ _9/1/17 _ _
2. _ Russell Silva   _ _ _ _ _ _ _ _ _ _ date _ _ _ _9/1/17 _ _
3. _ Joan Song   _ _ _ _ _ _ _ _ _ date _ _ _ _9/1/17 _ _
4. _ Giacomo Di Liberto   _ _ _ _ _ _ _ _ date _ _ _ _ 9/1/17_ _
5. _ Michelle Feng _ _ _ _ _ _ _ _ _ _ _ _ _ _ date _ _ _ _ 9/1/17 _ _
6. _ date _ _ _ _ _ _ _ _ _
7. _ date _ _ _ _ _ _ _ _ _