

## **IE 5351: Intro to Systems Engineering**

### **Team II Contract**

#### **Team Members:**

Noran Abulaila

Margaret Adejokun

Lekhya Sindura Nadella

Gopal Penmetsa

Hemanth Sasikanth

#### **Contract Purpose:**

The purpose of this team contract is to ensure that each member of the team is equally held accountable to perform, engage, communicate, and contribute to every team assignment. The topics addressed in this contract will include the following:

- Leadership
- Problem Solving
- Communication
- Participation & Delivery
- Support
- Conflict Resolution
- Accountability
- Summary

#### **Leadership:**

Leadership is shared amongst team individuals and will rotate with each assignment. This decision was concluded unanimously to ensure equality and shared responsibility between all team members. This exercise will give each team member the opportunity to enhance and develop their leadership skills to help apply the acquired skills to the real world. Leadership will be chosen on an assignment-due basis by all team members. Assignment leader will establish consensus and ensure everyone is on-board with the progress of the assignment.

#### **Problem Solving:**

Problems are expected to be escalated to the assignment leader and solutions will be discussed as a team. Each individual will contribute to solving the problem by sharing their suggested approach, with the final decision being made by the assignment leader.

#### **Communication:**

All members are expected to have open and consistent communication within the team. The preferred platforms for contact will be Microsoft Teams, as well as Microsoft Outlook. All members are expected to actively respond to team conversations and check-ins in a timely manner. If any team member fails to do so, they will be subject to the consequences stated in the “Accountability” section of this contract.

The team will also meet in person, when needed. The following is the tentative schedule for meetings:

Meeting Day	Meeting Time	Meeting Type	Meeting Agenda*
Mondays	8:00PM – 9:00PM	Microsoft Teams	Discuss and finalize assignments prior to submittal
Tuesdays	8:00PM – 8:30PM	In-Person	Discuss upcoming assignment
Fridays	2:00PM – 3:00PM	Microsoft Teams	Discuss assignment progress

\* **DISCLAIMER:** Meeting Agenda is subject to change depending on the demand of each assignment.

#### **Participation & Delivery:**

Each team assignment will be assessed during the weekly team meetings. An agenda will be developed for each assignment which will include individual participation for each team member, as well as overall goal for assignment completion. Team members are expected to deliver their assigned tasks prior to the deadline. Team members will then work together to compile and finalize each assignment to prepare for assignment submission, as well as discuss new approaches and ideas to improve future assignment completion processes.

#### **Support:**

As a team, each member is expected to respect other team members’ ideas and contributions. The main goal for this team so be successful in all aspects of the class’s demands. To do so, team members have decided to discuss individual assignment performance after every team assignment. The first 10-15 minutes of each team meeting will be dedicated to this discussion. The purpose of this discussion is to identify the strengths and weaknesses of each team member to help ensure everyone is receiving the support they need. Team members are also expected to provide support if one member cannot deliver their assigned part due to a legitimate reason.\*

\* **NOTE:** Legitimate reasons are discussed amongst the team and decided unanimously.

#### **Conflict Resolution:**

Team members are expected to have open communication within the team regarding all issues that may affect the overall success of the team. Each member is expected to come forward with any concerns they have and discuss amongst

the team. If discussing the matter does not result in a solution, a majority-vote system will be implemented to decide a final outcome.

### **Accountability:**

Each team member will be held equally accountable to deliver results and maintain consistent communication within the team. Details of accountability are as follows:

- Attend team meetings: If a member cannot make it to team meetings, he/she is required to notify the team 24 hours in advance to avoid penalties. If team is not notified, the table below highlights the corrective action that will be taken.
- Equal contribution: if a member fails to provide their contribution to team assignments, the table below highlights the corrective action that will be taken.

<b>Strike</b>	<b>Action</b>
Strike one	No discussion needed. “one-time forgiveness”
Strike two	Individual is expected to justify actions by discussing absence/lack of contribution with the team
Strike three	Individual will be reported to the professor as a non-contributor. Appropriate disciplinary action will be taken.

### **Summary:**

This contract is a living document and is subject to change based on a majority-vote system, if needed. By signing below, I agree to be held accountable for all that is mentioned within the contract. Failure to meet the standards of this contract will result in the consequences mentioned in the “Accountability” section of this contract.

<b>Team Member</b>	<b>Signature</b>	<b>Date</b>
Noran Abulaila	Noran Abulaila	8/26/2022
Margaret Adejokun		
Lekhya Sindura Nadella	Lekhya Nadella	08/26/2022
Gopal Penmetsa	<b>Gopal Penmetsa</b>	08/26/2022
Hemanth Sasikanth		