# **Fall 2024 ECE 445 Team Contract**

**Instructions:** The content of this document should be specific to your goals and needs. Ideas for the content of each section are provided as suggestions.



| **Project No. and Name** | **Project No. 37, BeyBlade Battlebot** |
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| Member Name, netID | Megha Esturi, mesturi2 |
| Member Name, netID | Ishanvi Lakhani, ishanvi2 |
| Member Name, netID | Deepika Agrawal, deepika7 |

ECE 445 is a project-based course. The course includes both team and individual grades. Project teammates generally all get the same grade for team assignments based on the expectation that all team members do their fair share of the work involved. The purpose of this contract is to lay out the tasks needed for the successful completion of the project and distribute them in a fair and efficient way to the team members. It will also discuss how the teammates will work together during the project and address any issues that come up. A contract that promotes good teamwork that leads to a successful project should:

* Acknowledge that each team member has commitments and responsibilities outside of ECE 445
* Encourage open communication about challenges that team members are facing, both in and out of ECE 445
* Give team members the benefit of the doubt and the opportunity to explain themselves when something goes wrong and resist jumping to judgment

**Project Description: *Short description of project***

The project we are creating is an ant weight battlebot. The defense mechanism is two vertical spinners on the sides of the bot along with a flipper arm to flip the opponent battlebot if it comes too close.

**Project Goals: *If the team is successful in its purpose, what hardware and software achievements will attest to this?***

If the team is successful in its purpose, there will be a physical battlebot under 2lbs that has a controller over wi-fi. There will also be two spinning blades on each side of the bot that spin and a flipper in the front of the bot.

**Expectations (ground rules) for each member: *Try to list six or more minimum expectations. Consider aspects such as preparation, participation, feedback, responsiveness, etc. Try to explicitly list anything that could potentially turn into a problem. Find ways to encourage everyone to communicate (this may also fall under “tasks”).***

1. Always be prepared for the next team meeting with important information that was found
2. Consistently communicate in the group chat about issues with meeting and the project tasks within a reasonable time frame (preferably within 24 hours)
3. If assigned a task, you must finish it by the agreed upon deadline for that task
4. Be responsive and respectful of other members times by showing up to meetings on time and providing a significant enough heads-up if unable to make it
5. Provide constructive feedback and be open to receiving feedback
6. Stay organized and document progress while also updating the other members of what has been done and what needs to be done

**Roles: *Do you see this team performing well because everyone works together and contributes equally? Are there certain aspects of the project that some teammates excel at? Can tasks be spread among individuals to optimize progress toward the final product?***

We see this team performing well because we have worked on projects together, so we understand each other's working styles and what our strengths and weaknesses are. We will make sure to work on the initial stages together so everyone has a clear understanding of the design. Once everyone has understood and the foundations have been laid, we will split up tasks to play to each of our strengths. For example, Megha and Deepika have experience using CAD, so they will efficiently handle that aspect of the project. As the semester progresses and we all get busier, we hope to become more efficient in how we plan, assign and, and finish tasks.

**Project Meeting Time(s): *The team will meet at the scheduled team meeting with TA each week. Can you also preset an ideal time for team meetings in the lab (your team may need to sign up for lab bench access)? Is your team interested in meeting to work on other aspects of the course together such as project research?***

Project research will initially be done by everyone in the group so that everyone has an overall idea of what needs to be done and how to do it. This has so far been done over zoom meetings which has been going well. In the future, we plan to meet in person more often. As a team, we have decided to have a meeting every Monday, a day before our scheduled meeting with the TA so that we can discuss updates and any issues we were having when working individually. This would also be the time to integrate any parts together.

**Agenda: *Who will set the agenda? Beyond the weekly meetings with the TA, what will the team do to ensure that it stays on track during the semester? When a decision needs to be made, will it be approved by consensus or majority vote? Will a team member be appointed to keep records?***

We have created a group chat to facilitate easy communication outside of class. We'll post regular updates there and hold consistent team meetings to ensure we stay on track. When a decision needs to be made, we will take a majority vote and proceed based on that outcome. Ishanvi will be responsible for keeping a record of all meetings, assigning tasks, and setting the agenda for each meeting.

**Process and penalties for dealing with team issues: What happens when ground rules are broken? Who intervenes? What happens if the situation escalates? Always remember not to jump to judgment. Give group members the benefit of the doubt and the opportunity to explain themselves when something first goes wrong. TAs and instructors are available to help resolve issues.**

Since we have worked together before, we are relatively good at communicating our schedules with one another. However, if any ground rules are broken, we will make sure to communicate openly to understand why they were broken and take steps to prevent it from happening again. If the issue persists, we will reach out to the course staff for additional guidance and support.

**End-of-term agreement on using final peer assessment for grade adjustment: Do you believe that this contract should hold your team accountable to its contents or that it may hold little value? There will be two formal peer assessments this semester. The first is used only to provide honest, constructive feedback to each team member. The second peer assessment affects a teammate’s grade. Without accountability, many promises go by the wayside.**

I believe this contract is a good foundation to establish ground rules and outline our plans for what we aim to accomplish in this course, as well as how we will work together to achieve those goals. We hope that it continues to hold value, even later in the semester when coursework becomes more demanding. By adhering to this agreement, we can stay accountable to each other and ensure that all team members contribute fairly.

**Signatures: Iterate on this document until everyone is comfortable with its contents and signs (it is okay to type your printed name as your digital signature).**



***I affirm that I participated in generating this team charter and that I will abide by its contents to the best of my ability. Furthermore, I understand that failure to meet the expectations expressed here can lead to the stated consequences.***

**netID:** ishanvi2 **(digital) Signature:** Ishanvi Lakhani **Date:** 09/20/2024

**netID:** mesturi2 **(digital) Signature:** Megha Esturi **Date:** 09/20/2024

**netID:** deepika7 **(digital) Signature:** Deepika Agrawal **Date:** 09/20/2024