

## ECE 110: My Team Contract

**Instructions:** Edit this document to be specific to your goals and needs. Ideas for the content of each section are provided. You **must delete** our comments as you **complete** your rules for each section.

Team Name	Immaculate Vibes
Lab Section	ABA
Member Name, netID	Edward Ruan, eruan3
Member Name, netID	Pedro Borges, phd4
Member Name, netID	Desmond Liu, dsliu3
Member Name, netID	Xuanyu Zhou, xuanyu5

*Our ECE 110 lab group agrees to do our best to support each other throughout the semester, which will include:*

- *Being mindful and respectful of group member commitments and responsibilities outside of ECE 110*
- *Encouraging open communication about challenges that group members are facing, both in and out of ECE 110*
- *Giving group members the benefit of the doubt and the opportunity to explain themselves when something goes wrong and to resist jumping to judgement*

Team Purpose: Why does the team exist? What necessitates its formation and what advantages does having a team bring to the table? It may be worth stating what the purpose of the team is *not* to help avoid abuses.

The team exists to share the burden of work. Necessary to develop effective communication and help us further our understanding of the topic. A team allows for the sharing of different perspectives on how to tackle problems.

Team Goals: If the team is successful in its purpose, what physical artifacts will attest to this?

If the team is successful, all of our labs will be turned in on time with high accuracy, and our individual work will also be of a similar quality.

Individual promise regarding professional growth of self: What promise do you make to yourself regarding self-improvement? What might people say about your ability to communicate? Seek and listen to alternate opinions and ideas? Ability to create value? Add a statement from each teammate.

Desmond Liu	I promise to do my best to finish my work before the due date.
Edward Ruan	I promise to help anyone that is struggling, while also polishing my rusty skills. I will not judge before hearing someone's whole story.
Pedro Borges	I abide by the fact that I will do my work before the deadline, be respectful at all times, and pay attention.
Xuanyu Zhou	I will finish my work on time.

Promise regarding professional growth of teammates: Why should you be responsible in aiding the professional growth of your teammates? What can you do to help them meet their goals? Think about what might make this part of the contract “uncomfortable” and list it here to make it a mandate!

It makes it easier for everyone if we help each other.

Don't make unreasonable demands from others

Respect each other's boundaries

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. Should video be mandatory for meetings? Find ways to encourage everyone to communicate (this may also fall under “tasks”).

1. Be respectful at all times, keeping an open mind and listening to others opinions
2. Try to respond to communications within a day
3. Deliver the work before the deadline
4. Be flexible with schedules
5. Help other members if needed
6. Do the prelabs.

Roles: Do you see this team performing well because everyone learns the same and contributes equally? Are there certain aspects that some teammates excel at that others abhor? Can tasks or exercises be spread among individuals to maximize readiness for the final project?

Yes, this team is amazing. We got amazing vibes. All work will be divided based on skills and equally to stay fair at all times.

Lots of unique experiences to bring to the table.

Un-Scheduled Meeting Time(s): The team will meet at the scheduled lab period each week. The meeting will start on time and be ended when the TA ends it. Can you also present an ideal time for meeting outside of lab as may be needed? Is your team interested in meeting to work on homework, study, or other aspects of the course together?

We'll try to be flexible, during weekends after noon, before 5pm. Our team is interested in meeting to work on homework/study.

Agenda: Who will set the agenda? What will be done to ensure the team stays on track during the meeting? When a decision needs to be made, how will it be approved...consensus or majority, perhaps? Will someone be appointed to keep records?

The agenda will be set by whoever determines that the meeting is necessary, and decisions will come through consensus or by majority, and if nothing is still decided a coin flip will decide.. Records will be kept as necessary.

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 judgement. Give group members the benefit of the doubt and the opportunity to explain themselves when something first goes wrong. *\*\*When is it appropriate to put a teammate's name on a team-submitted document? When should it be excluded? Is there something in-between?\*\**

If the rules are broken try to see if there's any extenuating circumstances that are affecting their ability to work rather than jumping to conclusions immediately. The group will initially intervene to decide the next plan of action. If group intervention is not enough, it will be escalated to the

Lab T.A, then the Professor. It is only appropriate to put a teammate's name on a team-submitted document if they showed up, participated, and put in effort. It will be excluded when none of the above is done.

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 formative. It is to be used only to provide honest, constructive feedback to each team member. The final peer assessment is summative. It should take into account the professional growth of each team member and provide a snapshot of where they landed at the end of the semester. Without accountability, many promises go by the wayside.

This contract should be taken seriously and keep members accountable for their actions.

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: dsliu3 (digital) Signature: Desmond Liu

Date:

1/27/26

netID: phd4 (digital) Signature: Pedro Borges

Date:

1/27/26

netID: \_xuanyu5\_ (digital) Signature: Xuanyu Zhou

Date:

1/27/26

Date:

netID: \_eruan3 (digital) Signature: Edward Ruan

1/27/26