

# Teamwork Contract

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## I. HOW WILL THE TEAM BE RUN?

Our capstone team will use the principle of unanimous voting and respectful decision making. Our team has discussed how decisions will be made and we feel that unanimous decisions will allow inclusion within the design process. The team will discuss a subject until an unanimous decision is reached.

## II. TEAM EXPECTATIONS

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

Each team member is expected to be an equal participant in the progress of the project. This includes attending all meetings, being active in meetings, and completing tasks assigned by the team.

### B. Contribution (*Progress on the project*)

Equal contribution is expected from all team members and it is also the responsibility of the team to ensure one team member is not taking on too much and to redistribute tasks evenly if needed.

### C. Communication

Communication between the team will predominantly be done through text messages and video calls. Members are expected to communicate respectively and respond in a timely manner without long periods of delay.

### D. Meetings

Attendance is required at all meetings. If unavoidable circumstances cause a team member to be unable to attend, the team must work to reschedule. When last-minute circumstances arrive, the affected teammate must let his team know immediately. Meetings will occur at least once a week either held over teams or in-person as required, with more frequent meetings as the need arises.

### E. Conduct

Team members are expected to maintain a professional level of conduct by being respectful, courteous, self-motivated, dependable, solution-oriented, understanding, honest, etc, leading to a collaborative and inclusive working/learning environment.

### F. Conflict

If a personal conflict arises between two team members, then that conflict should be left to those individuals to talk through and settle themselves. If a team member is unwilling to work through the conflict, then the other two team members will be brought in to provide their insight on the situation. If a team member continues to be difficult, then the issue will be brought to the attention of Mr. Roberts. Conflicts are best solved immediately. When left to fester, disdain may grow more intense and leak out in the form of negative thoughts directed at an individual or gossip amongst team members.

### G. Deadlines

The team will always respect and meet the deadlines put in place by Mr. Roberts as well as those that the team will put into place themselves. The team may find it necessary to create additional milestones over the course of the work. The deadlines for those milestones will be discussed and determined by the team members when the time comes.

## III. UNIQUE ROLES

The capstone team has decided on four unique roles with the following configuration which adhere to the agreed on structure of authority for the capstone team members: Jim as Delegator, Joseph as Communicator, John as Secretary, and JC as Treasurer.

### A. Delegator

The delegator will be responsible for compiling the progress of each team member on their current tasks in order to help the capstone team obtain and adhere to a reasonable timeline as well as suggesting appropriate task changes to the team.

### B. Communicator

The communicator will be responsible for communicating progress and concerns to Mr. Roberts and potential third parties, as well as insuring regular oral and written communication between members to maximize inclusion.

### C. Secretary

The secretary will be responsible with providing recorded minutes of capstone group meetings, capstone advisor meetings, and a general record of events and progress made on the capstone project throughout the semester.

*D. Treasurer*

The treasurer will be responsible for managing the budget and inventory of the team, as well as uploading invoices and inventory changes online for the teams viewing. Also, the treasurer will assess the affordability of materials and advise the team on the efficiency of components utilized.

IV. TEAM MEMBER RATING

*A. 1/5*

Team Member had a negative impact on progress, and did not attend scheduled meetings.

*B. 2/5*

Team Member had no impact on progress, and has attended a few scheduled meetings.

*C. 3/5*

Team Member contributed ideas, but did not contribute time outside meetings to advance progress.

*D. 4/5*

Team Member regularly attended scheduled meetings, and worked outside meeting to finish advance progress.

*E. 5/5*

Team Member had a positive impact on both planning and execution of the project.

V. TEAM MEMBER SIGNATURES

  
  
  
