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## Team Contract Memorandum

**To:** Professor O'Connell  
**From:** Group One (The Goblins/Gremlins/Hobgoblins)  
**Date:** 09/15/2022  
**Subject:** D2 - Team Contract  
**CC:** N/A  
**Attachments:** 0

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# Cornerstone Engineering — Team Contract

The Goblins/Gremlins/Hobgoblins (Group One)  
Michael Brodskiy, Henry Shields, Michael Levy, Neil Dungca





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Michael Brodskiy	Brodskiy.M@Northeastern.edu	M W F(6-8) Su (11 - 1)	(925) 395-7120
Neil Dungca	dungca.n@northeastern.edu		(401) 262-1290
Michael Levy	levy.mi@northeastern.edu	Tu (6-7)	(973) 479-9247
Henry Shields	shields.h@northeastern.edu		(585) 629-7497

### Respect:

- What is your definition of work lateness and policy for organized submission?
  - Provide a heads-up if you need extra time or will be late, assuming its not a strict deadline, within a day should be completely fine
- What is your definition of meeting punctuality and procedure for a successful meeting?
  - Let us know if you're going to be late. If you are 10-15 minutes late, the group can catch you up, but the more we have to explain, the less we can cover in our meeting.
- What will be the procedure if someone violates these expectations?
  - Talk about why we are late and show respect and empathy. If more than one unexcused violation, agree on some food to buy, tier system will be established later.

### Commitment

- What hours do you expect people to be available to meet? Answer questions?
  - Whatever hours we discuss and agree to meet should remain available but there is no specific time range anyone needs to always be available.
- What will your expectations for quality be? / How will you measure this value?
  - If after peer review, the group agrees that someone's work is sufficient, it is of an acceptable quality.
- What will be the procedure if someone violates these policies?
  - Address their shortcomings and work to sort out root causes of lateness/poor work.



### Transparency

- How will your team make decisions? / What will be the threshold for consensus?
  - If there is a conflict within the group everyone can share what solution they think is best and we'll attempt to compromise. If there is an issue that people refuse to compromise on we will default to majority rules.
- How will you ensure all information is shared and open to all?
  - By consistently sending necessary information through email or by using a collaborative website like google docs
- What will be the procedure if someone feels excluded?
  - Talk about it with respect and develop policies to ensure everyone is win/win.

### Communication

- Identify the method by which you will primarily communicate with each other.
  - Text/Email
- How will you ensure everyone's voice is heard?
  - Being attentive to everyone's participation (noticing if someone might not be voicing their opinions and offering them to share their thoughts).
- What will you do when there is a disagreement?
  - Meet as a team and let whoever is disagreeing air out their issues before we come to a compromise as a group.
- How will you periodically reflect on strengths and issues as a group? (provide a plan)
  - At the start of meetings, allow time for people to share their thoughts on where the team is performing effectively and poorly.

### Justice

- How will you define equitable contribution?
  - Similar amount of hours worked with agreed upon divisions, not just assigning. Checking in with each other to ensure we feel valued and seen equally among others.
- How will your group work to prevent conflict?
  - By communicating ahead of time and establishing respectful and responsible boundaries.
- What will be the procedure if someone stops contributing?
  - Discuss priorities with team members, let them know the consequences the others feel. If still no lee-way then take it up with Professor O'Connell.



### Team Goals

- Make a list of 4 or more goals as a team for improving your team skills
  - Effectively and directly communicate
  - Divy work into equitable parts for all team members
  - Make learning from our mistakes a forefront priority
  - Try our best to make decisions as a group with unanimous agreement
- Make a list of 2 or more goals for each individual
  - Neil: Don't hesitate to voice my opinions and share suggestions. Learn to fail.
  - Mike: Ask teammates for help when needed. Giving my own ideas some credit
  - Michael: Understand others' propositions before I try to push my own; Try my best to communicate concerns
  - Henry: Ensure I listen first and speak second. Learn from those in my group and teach where I can. Advocate assertively.

### Team Roles

- Make a list of who will be the project manager for the four milestones
  - Project Manager: Henry Shields

### Team Calendar

The screenshot shows a Microsoft Outlook calendar for September 2022. The calendar view highlights several events:

- September 16:** A red box surrounds the date, and a callout indicates "in 6 hrs 39 min". An event titled "Wrestling Practice" is listed, lasting 2 hrs.
- September 25:** An event titled "Goblin Activities" is scheduled.
- September 26:** An event titled "SASE Meeting" is scheduled.
- Other notes:** "Neil Goes Home" is noted on the evening of Sep 23. "11 AM Wrestling" and "6 PM Wrestling I" events are listed for multiple dates throughout the month.



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## **Team Contract Memorandum**

The screenshot shows the Microsoft Outlook web interface. The top navigation bar includes the 'Outlook' logo, a search bar, and various icons for Teams call, calendar, messages, and settings. The main area displays a monthly calendar for October 2022. The days of the week are labeled from Sunday to Saturday. Specific events are highlighted with green boxes: '11 AM Wrestling', '6 PM Wrestling I', '6 PM Fashion Cli', '6 PM SASE Meeting', '11:30 PM Milestone', and '6 PM Wrestling I'. A sidebar on the left lists 'Home', 'View', 'New event', and other calendar-related options like 'Add calendar' and 'Create bookings page'. On the right, there's a note for 'Sat, Oct 1' stating 'Nothing planned for the day Enjoy!' with a small hot air balloon icon.

The screenshot shows the Microsoft Outlook calendar interface for November 2022. The left sidebar lists 'Home' (selected), 'View', 'New event', and sections for 'People's calendars' and 'Goblin Activities'. The main area displays the weekly calendar from Sunday to Saturday. Key events are highlighted with green boxes:

- Sunday, Oct 30: 11 AM Wrestling
- Monday, Nov 1: Goblin Hours, 6 PM Fashion Clt, 6 PM Wrestling I
- Tuesday, Nov 2: 6 PM Wrestling I
- Wednesday, Nov 3: 6 PM Wrestling I
- Thursday, Nov 4: 6 PM Wrestling I
- Friday, Nov 5: 6 PM Wrestling I
- Saturday, Nov 6: 11 AM Wrestling, 6 PM Wrestling I
- Sunday, Nov 7: 6 PM Wrestling I
- Monday, Nov 8: 6 PM Wrestling I
- Tuesday, Nov 9: 6 PM Wrestling I
- Wednesday, Nov 10: 6 PM Wrestling I
- Thursday, Nov 11: 6 PM Wrestling I
- Friday, Nov 12: 6 PM Wrestling I
- Saturday, Nov 13: 11 AM Wrestling
- Sunday, Nov 14: 6 PM Wrestling I
- Monday, Nov 15: 6 PM Wrestling I
- Tuesday, Nov 16: 6 PM Wrestling I
- Wednesday, Nov 17: 6 PM Wrestling I
- Thursday, Nov 18: 6 PM Wrestling I
- Friday, Nov 19: 6 PM Wrestling I
- Saturday, Nov 20: 11 AM Wrestling, 6 PM Wrestling I
- Sunday, Nov 21: 6 PM Wrestling I
- Monday, Nov 22: 6 PM Wrestling I
- Tuesday, Nov 23: 6 PM Wrestling I
- Wednesday, Nov 24: 6 PM Wrestling I
- Thursday, Nov 25: 6 PM Wrestling I
- Friday, Nov 26: 6 PM Wrestling I
- Saturday, Nov 27: 11 AM Wrestling
- Sunday, Nov 28: Gone for Thanksgiving
- Monday, Nov 29: 6 PM Wrestling I
- Tuesday, Nov 30: 6 PM Fashion Clt, 6 PM Wrestling I
- Saturday, Dec 1: 6 PM Wrestling I
- Sunday, Dec 2: 6 PM Wrestling I
- Monday, Dec 3: 6 PM Wrestling I

A sidebar on the right shows a summary for Tuesday, Nov 1, from 6:00 PM to 7:00 PM, labeled 'Fashion Club' for 1 hour.



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Screenshot of Microsoft Outlook calendar for December 2022.

The calendar shows the following events:

- Nov 27: Gone for Thanksgiving (all day)
- Dec 1: 6 PM Wrestling I (6 PM)
- Dec 4: 11 AM Wrestling (11 AM), 6 PM Wrestling I (6 PM), 6 PM Fashion Cls (6 PM)
- Dec 11: 11 AM Wrestling (11 AM), 6 PM Wrestling I (6 PM), 6 PM Fashion Cls (6 PM)
- Dec 18: 6 PM Fashion Cls (6 PM)
- Dec 25: 6 PM Fashion Cls (6 PM)

Nothing planned for the day on Dec 2.

Nothing planned for the day on Dec 3.

Nothing planned for the day on Dec 10.

Nothing planned for the day on Dec 16.

Nothing planned for the day on Dec 17.

Nothing planned for the day on Dec 23.

Nothing planned for the day on Dec 24.

Nothing planned for the day on Dec 31.