DESIGN TEAM CONTRACT

MEC325 // INTRODUCTION TO ENGINEERING DESIGN

**TEAM NUMBER: 1305**

**GOALS**

* To develop and improve mechanical design skills
* Improve the essential collaboration skills needed in the engineering workplace
* Grow critical thinking and problem-solving skills
* Learn to design inclusively, excluding the least amount of users possible
* Providing a unique design and solution to a variety of consumers
* Provide an effective stroller design that exceeds criteria and solves the outlines issues

**EXPECTATIONS**

**Professionalism**: We commit to treating one another with professional respect and empathy. We recognize that everyone is different, and that diversity is good. We expect everyone to work only to the best of their individual abilities. We recognize that there are many pressures on everyone and accept that those stresses may interfere with their work on this project; we commit to support each other to manage those stresses to the best of our abilities. We commit to following [Policy 60](https://www.ryerson.ca/academicintegrity/students/ryersons-academic-integrity-policy-policy-60/) and [Policy 61](https://www.ryerson.ca/senate/course-outline-policies/student-code-of-non-academic-conduct-policy-61/) regarding Academic and non-Academic Conduct. We will contact the instructor if we need help managing problems of professionalism in our team.

**Attendance**:

* Show up to labs
* Attend the weekly meeting on Friday
* If more than 3 people (half the group) are not available to meet, then the meeting is rescheduled

**Participation**:

* No idea is a bad idea, share without the fear of shame
* If there's a problem, speak up, try helping the person in need
* If you need help, ask for it before it's too late

**Communication (How often, when, and where will the team meet? When during the day/week will email be checked? How will Google Docs be managed?):**

* Friday 7-8 pm on Discord,
* Responses to Instagram messages are expected to be within 3hr from the hours of 8 am to 10 pm
* Responses the day before an deadline will expected to be within an 1hr from the hours of 8 am to 10 pm

**Conduct** (How will work be divided up? How will meetings be conducted?):

* Meetings will be conducted with one member taking minutes for the entirety of the meeting.
* The member taking minutes will be rotated each week
* Meetings will be start with a summary of the work each member has contributed since the last meeting

**Deadlines**: Hard deadline 1 day before, Soft deadline the week of

**Quality of Work:**

* DO NOT copy and paste, or use AI to complete your part of the assignment fully
* Use credible sources of information
* Don’t procrastinate or cram it all together

**RULES**

* Respect each other
* Follow expectations, and try to exceed them
* Stay on top of deadlines
* Be punctual

**CONSEQUENCES**

* Contact the TA regarding any violations of the team contract, if it is something more severe, contact the professor.
* Adjust scores on peer review based on infractions

We the undersigned share these goals and expectations, and agree to these rules and consequences.

NAMES & E-SIGNATURES HERE.

| Name | Signature |
| --- | --- |
| Osman Asif |  |
| Khiem Nguyen |  |
| Codin Nguyen |  |
| Yee Yin Kwok |  |
| Osama Noureddin |  |
| Andrej Draskovic |  |