

# TEAM CONTRACT

ECE 3400, Fall 2017 Team # 2

**Team: Nicolas Casazzone, Ryan Hornung, Alicia Coto, Ben Roberge, Raul Pacheco**

## Team Procedures

- All meetings and lab days must be attended by all members of the group. Meetings and lab days will be schedule at least 2 days in advance and members must give at least a 24 hour notice if they cannot attend.
- We will set up polls each week to determine when everyone is free and schedule meetings/ work sessions when appropriate.
- When making decisions, majority rules. All members may make their case for their particular idea before a decision is made.
- The scribe will keep track of meeting minutes. If someone is late to the meeting, they must then take on the responsibility of being scribe.
- All members must check the groupme regularly (respond to any necessary messages that day)

**Meeting Time:** Friday during and after lecture, and possibly additional days decided via WhenIsGood

### **Roles:**

Team Leader- Responsible for keeping the team on track of completing assignment for the week.

Scribe- Will record the meeting minutes and document any necessary photos and information during the labs

Web Developer- In charge of monitoring and updating the website as the labs progress

Positions will be rotated weekly to fairly distribute the work among members (rotations are done in alphabetical order).

## Team Expectations

### Work Quality

- All new code needs to be reviewed by at least one other person (including additions to the website)
- All work must be completed by the deadline set out by the team.
- Consequences for failing to meet deadlines or attend meetings include serving as the scribe and/or additional duties by updating the website.
- All files should be uploaded to the Google Drive folder or git repo to make access simple

### Strategies to fulfill these standards:

#### *Team Participation:*

- Current Team Leader will be responsible for equally distributing tasks amongst team members
- Any team member will be allowed to make proposals regarding the project at scheduled team meetings and must be heard out by the team
- Project decisions will be made on a majority rules basis at team meetings
- Team Leader will be responsible for ensuring all members remain on task and on schedule
- Team members agree to seek out help from other members or at office hours if they need help completing one of their tasks

#### *Personal Accountability:*

1. **Expected individual attendance, punctuality, and participation at all team meetings:** If anyone is late to a meeting or lab session they are responsible for being the scribe that day. 24 hour notice is required if someone cannot attend a team event.
2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:** All members must meet deadlines set out by the team.
3. **Expected level of communication with other team members:** Respond to any messages that day (or the next morning if messages were sent late at night)

4. **Expected level of commitment to team decisions and tasks:** All members must vote for all decisions made by the team. All members contributing about equal amounts of work and should always have a task they are working on for the project.
5. **How should a team member catch up if they have to miss a meeting:** Members should read the meeting minutes and ask a teammate if they have any questions.

### *Consequences for Failing to Follow Procedures and Fulfill Expectations*

1. **Describe how, as a group, you would handle individuals who do not live up to this contract:** We shall hold a group meeting to confront the issue.
2. **Describe what your team will do if these infractions continue:** If the problem persists Kirstin will be notified. If the rest of the team members unanimously agree, the team member in question's name will not be placed on the final project.

## **Team Leadership**

Every person on the team will have to take the role as a leader for at least two weeks. The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. [Here](#) are some hints on what the leader should do. Please note here who will be responsible when:

Aug 28th - Sep 15th (Lab 1, work on lab 2): Alicia Coto

Sep 16th - Sep 29th (Lab 2, Milestone 1 and 2): Ben Roberge

Sep 30th - Oct 20th (Lab 3, work on lab 4): Nicolas Casazzone

Oct 21st - Nov 3rd (Lab 4 and Milestone 3): Ryan Hornung

Nov 4th - Nov 17th (Milestone 4): Raul Pacheco

Nov 18th - Dec 5th (Final competition and deadline for the website): Alicia Coto

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- I participated in formulating the standards, roles, and procedures as stated in this contract.
  - I understand that I am obligated to abide by these terms and conditions.
  - I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1. Nicolas Casazzone
2. Alicia Coto
3. Ryan Hornung
4. Ben Roberge
5. Raul Pacheco

date: 9/1/2017

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