

OpenROV Team Agreement

2021 Spring Semester

REDACTED
REDACTED
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REDACTED



Client: REDACTED

Facilitator: REDACTED

Communication:

Communication will be carried out through the following forms:

- Email
- Team meetings
- Phone
- Text



IRON RANGE
ENGINEERING

Project Scope:

As a team, we are tasked with taking the last semester (Fall 2020) OpenROV project and continue the development of the vehicle. We have to decide what could be implemented to the vehicle to make it more functional during operation for whatever it may be doing.

Deadlines:

- Team Agreement - 1/28/21
- Scoping Document - TBD
- Scoping Presentation - TBD
- Options Document- TBD Middle of semester
- Options Presentation- TBD Middle of semester
- Final Document/prototypes - TBD End of the semester
- Final Presentation- TBD End of the semester

Agreement Objective:

The objective of this team contract is to establish an agreement of project team conduct between all team members and the roles of each team member for the OpenROV Team for the spring of 2021. Team members shall adhere to the highest degree of professional conduct. All team members are accountable for their actions, learning, and contributions towards the expectations of Iron Range Engineering (IRE).

Expectations:

- Punctuality
- Preparedness/Goal Tracking
- Clear Communication
- Professionalism
- Rule of 1/X
- Meet due dates
- Notify other team members/communicators if you won't be able to make it to a meeting.

Group members are expected to adhere to all Iron Range Engineering expectations as listed in the Professional Responsibilities section in the syllabi under Professionalism on the IRE Wiki web page. Group members are also expected to adhere to Minnesota State Mankato policies; including, but not limited to plagiarism, harassment, and appropriate use of technology and resources.

Effective January 2, 2021 - April 6, 2021

Consequences:

- First Offense
 - Verbal apology, admit to wrong-doing. Also, snacks of the team's choice will be needed.
- Second Offense
 - Meeting with facilitator and choice of the team's favorite drink on Zoom.
- Third Offense
 - Have a meeting with the instructor to discuss behavior and further repercussions.

Agreement Changes

Agreement subject to change with 3/5 team member approval vote and facilitator approval.

Roles:

The role of each team member is as stated below. These roles do not limit any team member's capabilities or choice of tasks but hold each member accountable for leading an equal part of group work.

-Project Manager- REDACTED

- Keep the project on task
- Ensure communication is maintained between team members
- Make sure everyone is putting in the same work in every aspect of the project
- Make sure everything is getting turned in on time and the project is keeping its course throughout the semester.

-Head of Communications - REDACTED

- In charge of communicating with the client, facilitator, and team members.
- In charge of submitting material to the Google Classroom.

-Technical Documentation - REDACTED

- Recording
- Organizing
- Revising
- Using and making of technical documents
- Any project-oriented content

-CAD Lead-Programing Lead - REDACTED

- Use of Solidworks
- Drawing and Designs
- Program the device for its intended use
- In charge of recording pieces of code used and taken from various sources

- Factotum -REDACTED

- Helps out where it is needed
- Flexible in abilities
- Able to move from task to task

Goal Statement:

This project is to be improved and innovated by the student engineers learning about the open-source market with OpenROV's community.

Meetings:

Group meetings: 10 A.M. Monday or 10 A.M. Tuesdays
Group meetings with facilitator: Thursdays During Class (12:00 pm-1:20 pm)

I hereby agree to the terms of this agreement and will abide by its rules in order to ensure a positive experience for everyone involved.

Signatures: