

Team Contract

The following terms and guidelines represent an agreement between the different members of our team with regards to the BacNet systems project. This contract is valid beginning September 09th, 2019, and ending April 15th, 2020.

By signing this contract, the respective members of our team agree upon all of the following conditions. Amendment, addition to or termination of any of these terms is subject to regulation by Dr Ali Ghrayeb.

Communication

Most communication will take place during meetings between the different group members, either in class or outside. The team shall be meeting every 5 minutes at the end of the class to discuss the team's current progress and the nearest deadlines so the team members shall be pacing themselves to achieve their assigned tasks/goals. Also, the team shall be meeting once a week outside the class at a particular time and location that has been agreed upon by the team members in advance. In these meetings, the general agenda shall include discussion of the problems that each member is facing in his task and possible solutions, and the assignment of the next deliverables.

Remaining communication shall occur via Google Docs, Emails, the official Senior Design Whatsapp Group, or another outlet approved of by all members of the team. Any failure to communicate effectively and on time carries the penalty of being reported to Dr. Ali Ghrayeb with evidence of miscommunication. The whip shall be preparing an agenda for each meeting, and if there are less than two items on the agenda, the whip shall declare the following meeting cancelled and inform the rest of the team about such cancellation. These meetings will have minutes taken which shall record the progress of the meeting and project. The minutes shall include the current development of each member's task and the action items that are to be performed until the next meeting.

Individual Learning Goals

We will continue building on our strengths while improving upon our weaknesses. We will also use the different opportunities available to us as outlined in our SWOT analysis chart for making our prototype and showcasing our abilities. We will also establish deadlines to ensure we are on track to avoid any problems from arising when exam weeks approach.

We will also work on our different skills, by frequently switching the various responsibilities of the team around. This includes but is not limited to:

- Having various members of the group present on different days
- Having various members of the group take minutes or meeting notes
- Having various members of the group work on marketing our product

More importantly, we intend on focusing on our weaknesses and developing our skills. The primary skills we've identified and plan on working on improving are:

Zahid: Be able to grasp knowledge effectively and present it clearly and concisely

Rahul: Presenting and communicating effectively.

Sofian: Able to answer questions from the audience effectively and document progress thoroughly.

One method of improving every member's weakness is to work with members whose opposite values shall be complementary (one's weakness is another's strength) for certain tasks such as presentations, research etc.

Below is a list of strengths (derived from the SWOT Analysis) for each member of the group which shall be useful throughout the duration of the project. The prime strengths are :

Rahul: Identifying problems, understanding and analyzing subject matter.

Sofian: Creating presentations and the ability to advertise a product efficiently.

Zahid: Resolving problems and researching the subject matter

Conflict Resolution

We agree on being more reasonable and friendly to avoid conflict by following some of the following rules.

- To encourage patience in the group, members should wait up to 7 days after a partner has missed a deadline before informing the Professor.
- To encourage responsibility, workloads will be split fairly and in a method that ensures everyone is in charge of at least one task
- To avoid conflict that may arise when exams start, we vow to try to finish work before the deadlines

The threats we've identified mostly include but are not limited to:

a. Too much work to keep up with or clashing schedules that make it hard to meet and get work done.

b. Conflicts on the amount of work that each member is doing. This includes:

i. One member is doing a certain degree of work that was meant to be done by another member.

ii. Members not performing their tasks and providing their work on dates later than the

deadline as decided per the Gantt Chart.

To help decrease the impact of factors like these on our project, we've decided to assign the following roles:

Leader/whip: Sofian will assume the leadership role. He makes the final decisions and calls when group agreements fail. He will play as the supervisor, who mostly tends to deadlines and making sure everyone is on task to get work done on time.

Documentation expert: Zahid will ensure that all work is recorded and well documented in the form of the project progress and also be in-charge of writing proposals and making presentations material.

Secretary: Rahul will make meeting agendas and take charge of ensuring everything is clear and recorded between the group members.

Print Name & Sign: Sofian Ghazali

Print Name & Sign: Muhammad Zahid Kamil

Print Name & Sign: Rahul Balamurugan

Print Name & Sign of Approval (Mentor): Dr. Hussein Al Nuweiri