

Meeting: #1 on 8/25/2023

Project: IEEE Robotics Competition

Attendance: Callie, Caz, Adrin, Liam, & Connor

Topics to Discuss: Weekly Meeting, Team Contract

Weekly Meeting:

-Fill in Calendar

-Days to meet:

- Mondays suck, but good to start
- No to wednesday
- Fridays 10am-11am - Keep open, Just in case.

-Set Date:

- Mondays to meet, Possibly virtual if out of school.
- Labor Day and Fall Break

-Time:

- 10am-11am

-Join a team on ILearn.

-IEEE Spec

- Pick up
- Autonomous
- Grab wire
- 3 minutes to complete course
- Goal: just run the course
- Front wheel or Back wheel drive?

-Calendar Setup for this course

-Role Updates During Meeting

- Send updates on Monday if no Meeting

Team Work Contract 1st Draft:

- How team will run
 - Majority vote
 - Provide reason if disagreed
 - Group Can come up with compromise
 - Compromise fix vs original idea is still Majority vote
- Team Expectations:
 - Participation
 - Add in Email Updates to participation
 - Notice if missing

- Contribution
 - Each member has task
 - Complete in timely manner
 - Help can happen if needed to reach deadlines
- Communication
 - 3 forms communication
 - Text, Discord, & Email
 - Member is responsible for asking for help
 - If no no reply in 1 business day, we will assume you are in agreement.
- Meetings
 - In person
 - Minutes - By Caz
 - Callie or Connor as Backup
 - Progress discussion
 - Deadlines
 - Tasks
 - Update For following week
 - Meeting dates in Weekly meeting notes
- Conduct
 - Integrity
 - Help each other
 - Team members are responsible for their parts
 - Be honest
- Conflict
 - Meeting with conflicted and captain
 - If captain has conflict a third party will be brought in
 - Be an adult
 - Mentor will be contacted if too much
- Deadlines
 - Assigned by restaurants or team members
 - If unable to meet deadline
 - Explain
 - Get help
 - Worst case scenario
 - Fired
- Roles
 - Captain
 - Secretary
 - Unique roles will be added as necessary
 - By group vote

- Responsibility
 - Captain
 - Communication
 - Conflict resolution
 - Lead conversations
 - Secretary
 - Submitting Minutes in Timely meeting
- Powers given to roles
 - Captain
 - Firing is up to Jesse But needs to be brought up by captain
 - Group will go if Captain is problem
- Team Member Ratings
 - 1 - Done Nothing to help themselves
 - 2 - Bare minimum with missed several deadlines
 - 3 - Does better
 - 4 - engaged and responsible
 - 5 - Goes all out and help everyone and self
 - Open discussion about ratings
 - If feel targeted, express that