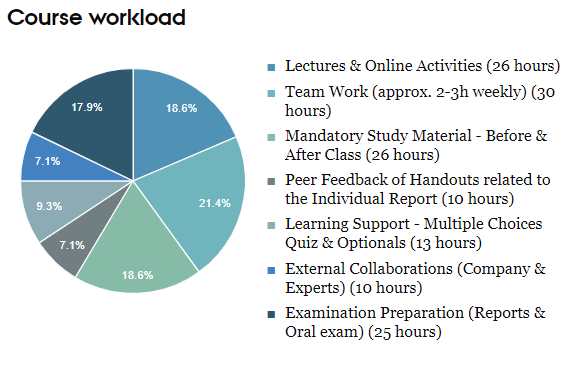
**Team Contract**



Applied Innovation in Engineering Course, 2021 – Faculty of Technical Sciences, AU

Team Number: 21

1. Team Name (It can be agreed upon as you go on the course)

|  |
| --- |
| Danfornia (Work in progress) |

**SKILLS and RESOURCES**

1. Getting to know each other (Update this if needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Team member | Gifts you bring to the team  (e.g. major contributions, resources) | Background | Study Line |
| Tristan Møller | Experienced in group work and process tools. Reliable and hard working. | Programming  Process Tools | Computer Technology |
| Anisa Hassan | Observant, works structured and decisive.  Would rather make a decision, and work with it. | Work with Aarhus Kommune, medical themed projects  Entrepreneurship and innovation. | Biomedical Technology |
| Mads Lund | Structural, detail oriented, Used to group projects, Problem solver, | Mechanical engineering (Finite element simulation), structural design, Internship with GRUNDFOS. | Mechanical |
| Hillal Hamdan | Articulate, Project management. | Licensed Civil Engineer in California. Worked with multi-discipline cultures. | Civil & Architecture |

Elaborate on particular shortcomings (missing resources) that your team might have, and how to obtain them.

|  |
| --- |
| Creative, lack of case domain knowledge, |

1. Why are we here? **VISION**

|  |  |
| --- | --- |
| Team member | Goals and objectives |
| Tristan Møller | Hopefully to learn something, but mostly because it is mandatory. The main goal is to get a good final grade. |
| Anisa Hassan | Learn how to be more creative, and how to work with innovation in a real life setting. |
| Mads Lund | Get tools to use in an innovation process and learn how to streamline a rapid development process |
| Hillal Hamdan | Use this class to enhance the idea of innovation and use it for any future collaboration with a company. |

Define the vision for the results you want to reach in the team (e.g. only for learning, the final grade, overall experience, and/or other ambitions).

|  |
| --- |
| Learn the material, and use it in the giving case?  Overall experience with a diverse team of a different technical background. Achieve a good grade based on our collective efforts and understanding of the scope of this assignment. |

What do you consider the main goal with the casework in the team?

|  |
| --- |
| Utilizing the tools and methods given by the course to create an innovative product that benefits the company as well as the team. |

How will you use the results for the in future (e.g. base for thesis project, student job, etc.)?

|  |
| --- |
| Be able to distinguish between the different tools and methods in a future case context. Some tools are more effective in specific environments and it is essential to be able to utilize the ‘correct’ ones. |

1. How are we going to manage conflict? **INCENTIVES**

* **Team Incentives:** List particular practices for the team to come in the meetings energized and ready for proactive participation. How can we put a system in place acceptance, appreciation and sanction, for the teamwork and deliverables?
* **Decision-making**: How will you make MAJOR decisions (for example, postpone after some more research; with a majority and/or unanimity, consult course instructors or the case company)?
* **Responsibilities:** How will you divide responsibilities? For the course deliverables (for example, Handouts) and per-module responsibilities.
* **Not delivering:** How will you proceed if someone is not delivering as promised?
* **Equal participation:** What does equal participation look like? How will you ensure everyone has the possibility to share his or her ideas?
* **What are your team values?**
* **Well-being:** What is your plan to make sure teammates' well-being is looked after?

Team charter (Try answering as many of the questions as possible, within the first two weeks).

|  |
| --- |
| **Team Incentives:**   * Each team member should start the meeting with a joke. * Make the member feel comfortable with tasks - applaud the member if he lived up the expectation of the task.   **Decision-making:**   * One person should be the lead on each task, however MAJOR decisions should be accepted by the entire team or at least by the majority (by vote). Most tasks should be presented by the task lead and implicitly decided by him/her as he/she has most domain knowledge about the specific task - either by initiating a team discussion or voting.   **Responsibilities:**   * The entire team is responsible for making tasks that cover the course / case curriculum. A team member can accept a task and it is his/hers responsibility to complete the given task. It has yet to be decided how tasks are created …. Critical tasks should be reviewed and elaborated by one or more team members to ensure the quality of the task and common understanding.   **Not delivering:**   * All team members are responsible for all tasks being completed. If a team member is not able to complete one's task, they are responsible for reaching out for help. If a team member continuously does not delíver (completes tasks), it should first be discussed internally in the team and if that is not enough an external member should access the situation.   **Equal Participation:**   * Each member should accept an equal amount of tasks / workload (either by estimated time or count). * Something about everyone is able to talk and express their thoughts …   **What are your team values?**   * Honesty, Professionalism, Reliable and Accountability.   **Well-being:**   * Get heard, Care for each other. |

**ACTION PLAN**

1. Team Meetings times (preferable)

|  |
| --- |
| In the specific time slot allocated for the course, every Tuesday 12.00 - 16.00.  If it is necessary, the team will allocate more resources. |

1. Course instructors’ sessions. How to coordinate with the teachers?

|  |
| --- |
| Anisa Hassan will be communication coordinator, Serena will be the preferred councilor. |

1. Company sessions. How to coordinate with the company coach?

|  |
| --- |
| Anisa Hassan will be communication coordinator |

1. Leadership roles

|  |
| --- |
| Hillal Hamdan (First week) |

1. Case management

|  |  |  |
| --- | --- | --- |
| Purpose | Tool(s) | Preferable (if necessary) |
| Virtual Meetings | *(Zoom, GoogleHangout, Skype, etc.)* | Discord |
| Scheduling | *(Slack, Doodle, etc.)* | Discord |
| Communication | *(Email, Slack, WhatsApp Group, Messenger group, etc.)* | Discord, Messenger |
| Collaboration | *(Google Drive, One Drive, Dropbox, etc.)* | SharePoint |
| Task management | *(Asana, Trello, etc.)* | Trello |

1. Ground rules (between 3-12)

|  |
| --- |
| 1. Read the course material before each lecture. (Be prepared)  2. Please notify if you are not able to attend the lecture / meeting session.  3. Take ownership of your tasks - reach out ahead of time.  4. Remind what tasks/schedule/personnel to be done or ready prior to our next meeting.  5. Have an agenda for each meeting. |

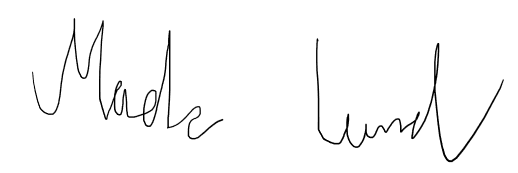
Aarhus, Denmark,

Signatures /by all team members

Hillal Hamdan

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hello Kristan,

My name is Anisa, and I’m writing on behalf of Group 21.

We have some overall questions about the case study that your company is developing. We are very excited about collaborating with you on this case, however we would like to get a bit more information about the domain. Below are some questions that would help us in understanding the case, the direction of the company and the technology domain:

Case description:

‘How to control light, temperature, and privacy through an electrical roof window in the future.’

Questions:

* Does Velux have any ongoing projects that is researching potential products related to the case?
* Why is this product relevant, who would the main customer be and how big a market?
* Who is Velux biggest competitor?
* Does Velux have a documented process for innovation?

And just to confirm that you will be our main contact through this assignment.

We look forward to hearing from you!

Best Regards,

Hillal, Mads, Tristan and Anisa (Group 21), Aarhus University