

## Design Lab - Team Contract

*The purpose of this document is to identify team roles and to set team expectations.*

**I. Team:** \_\_\_\_\_

**II. Identify team support roles (definitions on last page)**

Team Role	Team Member (write names here)
Engineering Team	EVERYONE
Point-of-Contact	
Archivist	
Editor	
Scheduler	
Treasurer	

**III. Expectations**

*The Team agrees to:*

- *Respect all members' ideas and contributions.*
- *Actively participate in all team meetings and activities.*
- *Meet deadlines as agreed upon.*
- *Maintain open and honest communication.*
- *Handle conflicts in a professional and constructive manner.*
- *Strive for excellence in all aspects of the project.*

**IV. Meeting Schedule**

*The Team will meet weekly outside of class*

**Day:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

*As needed, the Team will schedule additional meetings using Outlook calendar feature to find suitable time that works for all parties. It is recommended for teams to meet outside of class at least twice per week at regularly scheduled times to coordinate efforts with additional work being completed individually outside of group meetings.*

#### **IV. Conflict Resolution**

In the event of substantial disagreements or conflict, the Team will attempt to resolve it through open discussion and negotiation.

*Specifically, indicate below some ways the team will seek to handle any disputes that may arise:*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### **V. Amendments**

*This Agreement may be amended by mutual consent of all Team members.*

#### **VI. Agreement**

*By signing this Agreement, the undersigned Team members acknowledge their understanding of and agreement to the terms and conditions specified herein.*

*Team Members:*

*Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*This Team Agreement is subject to the policies and procedures of the University at Albany and the rules and regulations of the College of Nanotechnology, Science, and Engineering*

## Appendix: Definition of Team Roles

- **Engineering Team: All students** on the team are part of the engineering team. Everyone is required to make substantial contributions to the design, implementation, documentation, and testing of the system.
- **Point-of-Contact:**
  - Serves as the primary liaison between the team and the stakeholder
  - Sends professional and respectful email communications on behalf of the team
  - Ensures all team members are CCed on team emails
  - Includes an agenda in all meeting requests
- **Archivist:**
  - GitHub Meeting Notes: Updates team notes on GitHub after team meetings documenting key decisions made and delegation of work.
  - Project Board: Updates team project board during team meetings to reflect delegation of responsibilities discussed during team meeting.
  - GitHub Documentation: Coordinates with the rest of the team to make sure documentation is complete and well-organized on GitHub.
- **Editor:**
  - Proofreads all written documents before submission
  - Suggests edits to improve clarity, grammar, and overall quality
  - Coordinates with team members to implement edits and maintain consistency
  - Serves as the primary reviewer, while written reports remain a team effort
- **Scheduler:**
  - Coordinates team and stakeholder meetings
  - Sends reminders for upcoming deadlines well in advance
  - Ensures teams hold regular out-of-class meetings
  - Verifies team members maintain up-to-date Outlook calendars
  - Communicates any fixed schedule conflicts (e.g., weekends)
- **Treasurer:**
  - Submits and tracks purchase requests and obtains necessary approvals
  - Picks up purchased items and organizes electronic copies of receipts on GitHub
  - Maintains a record of team expenditures
  - Updates and manages the team budget and budget justification documentation