

# LEaD Design Team Contract

## Section 1: Team Name and Mission

*Team Name:* LEaD Design

*Mission of Team:* To provide a quality product of portability and functionality that meets and/or exceeds the expectations of the client. Also to provide a professional level of conduct and documentation for swift and successful communication between all parties involved.

## Section 2: Membership

*Team Members:* Adrian Beehner, Andrew Butler, Kevin Dorscher, Paul Martin

*Consultants/Mentors/Instructional Staff:* Dr. Robert Rinker

## Section 3: Roles and Responsibilities

*Budget:* Adrian Beehner

*Primary Client Contact:* Kevin Dorscher

*Organize Team Meetings:* Paul Martin

*Team Documentation:* Andrew Butler

*Additional Roles:* Scheduling, Project Management, Online Repository Management, Communication Management, Designing (Goals, Specification, Experimental), Prototyping, Testing, Researching, Diagraming, Analyzing (Data, Alternatives), Modeling, Manufacturing/Assembly

*Roles Will Be Selected/Assigned By:* Team consensus, with evaluating the strengths and weaknesses of teammates and accordingly assigning roles based on these. Discussion/volunteering for responsibilities will be the primary method, if this proves inefficient, a variation of team voting will be required. Some roles will not be individual responsibilities however, but instead a collaborative effort that requires the professional coordination and responsibility of the entire team.

*What are the key responsibilities associated with each role?*

*Budget:* Initial Budget, estimating cost for materials/components/labor/etc., and create Spending Plan

*Primary Contact Client:* Professional Communication with Client, Schedule Times to meet with Client, Discuss/Report Progress

*Organize Team Meetings:* Communication with Team Members about meeting times, Meeting Agenda, Primary Figure in Meeting

*Team Documentation:* Record and Document Essential Meetings, Events, etc., Organize Documentation, Monitor teammate documentation

*Scheduling:* Create weekly and monthly schedules, plan goals, due dates, meetings, etc., factor in all teammates when scheduling

*Project Management:* Evaluate and monitor team progress, tasks, etc., rectify any project issues or roadblocks

*Online Repository Management:* Set up/monitor online repository, keep backups, correct any mistakes in repository

*Communication Management:* Set up/monitor team communications (email, Discord, etc.), promote professional team communication

*Designing:* Design with Client's needs goals, specifications, and constraints in mind, promote and

justify experimental design, set new goals

Prototyping: Simulate beginning aspects of design, provide only basic client needs and specifications, evaluate what aspects to disregard

Testing: Run tests to generate quantitative data about product, provide objective view of product in current state, create extensive tests for possible bugs in product

Researching: Find current technologies to use, determine how the technologies work, correct implementation of them, evaluating design, determine needed changes

Diagraming: Use standard symbols, properly labeling and referencing, documenting which member drew what and software used to draw the diagram

Analyzing: Determine possible alternatives in design, conceptualize testing data, document statistical tools used, document accuracy of data, determine confidence in results

Modeling: System Modeling, document modeling criteria, expected accuracy, and pitfalls, document modeling software used, document required data and where it was acquired, provided validation scheme

Manufacturing/Assembly: Provide fabrication, create flowcharts for process oriented items, Provide bill of materials, drawing, manufacturer and estimated delivery time

#### **Section 4: Team Relationships**

Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.

*Members Will*: Promote professional and respectful relationships among each other. Each member will have a positive and respectful attitude towards one another. Every member will have a voice and respected opinion in the team, and other teammates will listen in a respectful manner. Members will openly listen to any concerns a teammate has in regards to the project and promote solutions.

*Members Will NOT*: Create unprofessional and disrespectful relationships among each other. Each member will not have a negative and confrontational attitude towards one another. Members will not be isolated and have their opinion ignored, and teammates will not ignore opinions. Members will not shutdown any concerns a teammate has in regards to the project and forsake the concern.

#### **Section 5: Joint Work**

##### **5a. Purposes of Joint Work**

Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.

*Members Will*: Work together in a professional collaborative environment, to help promote team decisions and products, while creating positive teamwork and successful progress in the project. Members will communicate and complete joint work in a timely and professional fashion. Team members will include all members in decisions and actions regarding the project, such as deciding goals, schedules, events and so on. Each team member will ensure that their collaborative work is up to the standards of the team.

*Members Will NOT*: Work individually in an unprofessional environment with no collaboration, to dismiss team decisions and products, while ignoring teamwork and progress in the project. Members will not withhold and ignore joint work in a tardy and unprofessional manner. Team members will not exclude members in decisions and actions regarding the project, such as deciding goals schedules, events, and so on. Each team member will not neglect to check that their collaborative work is up to standards of the team.

## 5b. Team Meetings

Team meetings are an important example of working together.

\* *Where and When for Team Meetings:* Large Study Room, in Library at 3:30pm, on Thursdays

\* *Components Required in Team Meeting Agenda:* Current progress in project, current due dates, weekly schedule, topics to be discussed, upcoming due dates, progress to be made by next meeting

\* *How Meeting Minutes Be Taken/Circulated:* Documented by teammate in charge of team documentation, when meeting transcript is written minutes will be calculated as well.

## Section 6: Individual Work

Team members are expected to work alone in many cases to complete work important to the team.

\* *How Will Work Assignments Be Made:* Decided in team meeting when planning the schedule for the week/month, team will discuss/decide/designate what assignments will be suitable for each member.

\* *How Will Quality Expectations Be Established and Verified:* Everything a team member does will be pushed onto the team's GitHub repository, where all other members will have access to view and evaluate work. Also, during meetings, team will go over last week's progress, which will involve evaluating each member's individual work and determining its quality.

\* *How Will Due Dates Be Established and Verified:* During team meetings, the weekly schedule will verify due dates. Since each team meeting discusses progress made previously, due dates for weekly work assignments will be every Thursday before 3:30 pm.

\* *How Will Status of Work in Progress Be Communicated:* Team members will communicate status of work in progress through the current pushed work on the GitHub repository, as well as communicating any updates about individual work through the Discord server chat. Team members will be sure to provide meaningful commit messages.

## Section 7: Documentation and Communication

The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.

\* *Individual Documentation to Be Kept:* Diagrams, research, reports, analyses, sketches, ideas, design processes, math calculations, data and results

\* *Team Documentation to Be Kept:* Transcripts for meetings, schedules, team portfolio, client meetings transcript, events documentation

\* *Process for Communicating with Other Team Members:* Using team members' email or utilizing the Discord "LEaD Designers" server for communication between one or more members. Each team member must make sure that their means of communication are effective and that their message is clear and concise, for quick and simple understanding

\* *Process of Communicating with Your Client/Outside Stakeholders:* The designated Primary Contact Client will be responsible for contacting and communicating with the client/outside stakeholders. Thus is a team member needs to contact the client, they must notify and discuss it with the teammate responsible for being the Primary Contact Client

## Section 8: Conflict Resolution

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

\* *Process Will Be Used to Address Conflicts:* Each team member is responsible for bring up conflicts in

weekly team meetings, or on the Discord Server, if needing to be resolved quickly. All team members will discuss the conflict, and decide upon a reasonable conclusion, based on everyone's opinions. If team members cannot resolve the conflict, the instructor/mentor should be notified to help progress towards conflict resolution.

\* *Team Dynamics Be Communicated to Instructors/Mentors:* All team members are responsible for coordinating information together to be presented to the instructor/mentor, on a monthly basis. Include information such as progress of project, current deadlines, team performance, behavior, and so on. Communicating to the instructor/mentor any shortcomings and issues on the project will also be an essential asset.

## **Section 9: Amendments**

\* *This Team Contract Will Be Kept:* Online in the team's GitHub Repository:

[https://github.com/YupHio/LEaD\\_Design](https://github.com/YupHio/LEaD_Design)

\* *Contract Will Be Reviewed:* On a Monthly Basis.

\* *Contract Will Be Amended:* If teammate or team as a whole desire to amend the contract, the whole team must be notified, such as a group message, and then the teammate or will be amending the contract will pull the current contract from the online repository, make the needed changes, and push the change to the repository with an appropriate commit message.

## **Section 10: Affirmation of Compliance**

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Adrian Beehner	AB	9/21/17