ME 370: My Team Contract

Instructions: Edit this document to be specific to your goals and needs. Ideas for the content of each section are provided. You ***must delete*** our comments as you ***complete*** your rules for each section. This document **must** be completed as a team. Save filename as: Team#_contract.docx or .pdf

Team Number	49
Team Name	49ers
Lab Section	CB5
Member Name, netID	Shihong Yuan(syuan19)
Member Name, netID	Daniel Koltchev (dvk2)
Member Name, netID	Liangbing Zhao (lz36)
Member Name, netID	Sebastian Misong (missong2)

Our ME 370 lab group agrees to do our best to support each other throughout the semester, which will include:

- *Being mindful and respectful of group member commitments and responsibilities outside of ME 370*
- *Encouraging open communication about challenges that group members are facing, both in and out of ME 370*
- *Giving group members the benefit of the doubt and the opportunity to explain themselves when something goes wrong and to resist jumping to judgement*

Team Purpose: Why does the team exist? What necessitates its formation and what advantages does having a team bring to the table? It may be worth stating what the purpose of the team is *not* to help avoid abuses.

1. Why exist:

Our main goal is to do well on the ME370 project, but more importantly, to actually learn how to build cool stuff that works. We all got through ME170 and ME270, and now it's time to apply that theory to a real design. We want to figure out how to properly use and assemble components like screws, gears, and bearings to create a solid mechanical system.

This project is too big for any one of us to do alone. By teaming up, we can combine our skills, catch each other's mistakes, and build something way better than we could individually.

2. Advantages

We have a cool mix in our group: two of us are international students from China, and two are local U.S. students. This is a huge plus. We'll bring different perspectives and ideas to the table, which will help us get more creative with our design and not get stuck on one single idea. It's also a great chance to learn from each other's different approaches to problem-solving.

3. What this team is not about

To keep everything smooth and no drama, we make some easy rules: this job is not "you do your part, I do mine, then we meet on the last day." We must talk from start to end, draw ideas together, and help each other. Also, no one can stay quiet; every person must speak, ask, and share ideas, because different thinking helps the group. If we talk openly and respect everyone, we can finish the project happily.

Individual promise regarding professional growth of self: What promise do you make to yourself regarding self-improvement, in other words, what do you want to work on this semester? Common area include, but are not limited to: Communicating more, being more assertive, being less assertive, being more on time, procrastinating less, micromanaging less.

Include a statement from each teammate about what they want to work on

Shihong Yuan: I'm setting myself a simple target: hit "save & send" at least two days before anything is due. That buffer lets me sleep on it, spot the dumb mistakes, and still give the rest of you time to poke holes—no late-night heroics required.

Liangbing Zhao: I tend to keep quiet unless my idea feels bullet-proof, so I'm giving myself a lighter rule this semester: if it's been in my head for more than thirty seconds, it's coming out—rough edges and all. I'll treat brainstorms like a shared sketchbook, not a final portfolio, and jump in early so we can shape things together instead of polishing alone.

Daniel: I'm going to work on not getting bogged down by perfectionism. I have a tendency to spend way too much time on a single part in Fusion, trying to make it perfect, when 'good enough' is all we need to move forward. My promise is to focus on the bigger picture and keep manufacturability in mind—making sure the parts I design can actually be built easily in the lab, not just look cool on screen. I'll get a solid first version done quickly and then we can iterate on it as a team.

Sebi: I know I can get a little carried away when an idea clicks—next thing I've accidentally hijacked the room. So I'm setting myself a soft rule: pitch the spark in two sentences, then lean back and literally ask, "What's your take?" If I catch myself talking over anyone, I'll pause, hand over the marker, and let their sketch finish the story.

Promise regarding professional growth of teammates: Why should you be responsible in aiding the professional growth of your teammates? What can you do to help them meet their goals? Think about what might make this part of the contract "uncomfortable" and list it here to make it a mandate!

Why should we care about each other's "career development?"

We are in this class to become better engineers, not just to pass. In real work, one person cannot do everything, we need to work together. If we help each other, we can make a better project and learn more. When one person learns something new, everyone can get better. Then we can all put good work in our portfolio and feel proud.

How to help others:

1. We're not going to reinvent the wheel. If we get stuck on a design problem, our first move should be to search for existing solutions. Like our professor said, one day of deep-diving online

for clever mechanical structures that people have already built is better than being stuck in the lab for six months. We'll all commit to finding and sharing cool designs that could solve our problems.

2. We will share the work, so no one is too busy.But we need to talk often.Just send a short message: “I finished the gear part, file here” or “I have a problem, can you look?”Then everyone knows what is happening, and no big surprise at the end.
3. Redos are mandatory. This is the part that can feel awkward, so let's make it a mandatory rule right now. We MUST be honest and tell a teammate if their work isn't good enough. Some of us are better at Fusion 360 than others, and that's okay. Good design is all about iterating and making changes.

Expectations (ground rules) for each member: Try to list six or more minimum expectations. Consider aspects such as preparation, participation, feedback, responsiveness, etc. Try to explicitly list anything that could potentially turn into a problem.

Some common things to consider:

- Is it acceptable to come late to a meeting? How late is okay?
- If you will be late or unable to attend a meeting, how and when will that be communicated?
- Are there any penalties for coming to lab unprepared (for example, not completing a prelab)?
- What is your team’s process for addressing conflict or disagreement, and at what point would you talk to a TA about it?
- If you are unhappy with the quality of a teammates work, what will your team do?
- How will the team communicate, (email, text, discord, ect) and how often will you check for messages (5x a day, 1x a day, 3x a week, never)

1. Each team member should communicate online via WhatsApp, ensuring everyone checks their WhatsApp messages every two days to ensure that teamwork projects are not forgotten.

2. If an in-person meeting is necessary, each team member should arrive no more than 20 minutes late to ensure that ideas are exchanged and the meeting is completed as quickly as possible. If special circumstances prevent an in-person meeting, team members can express their opinions via WhatsApp, and the remaining team members will share the main points of the meeting via WhatsApp.

3. Each team member should complete a prelab before the lab session. This will improve lab efficiency and enable faster project completion.If a team member comes to the laboratory without completing the prelab, we will help him quickly understand the content of this experimental class and urge him to complete the prelab.

4. When we have different opinions on a project, we should compare the pros and cons of both options and promptly consult with the lead to obtain their guidance. We will inquire about the feasibility of both options and which one best meets the project requirements. We will choose the one that is more practical and efficient to avoid wasting costs.

5. If a team member is dissatisfied with the quality of another team member's work, we will collectively inspect the quality of the parts produced by that team member and discuss the matter with him. We will then work together to correct the poor quality work.

6. Team members should support each other and work together towards a common goal. Each member should help others complete their assigned tasks or offer suggestions.

7. We should ensure high efficiency and a variety of solutions. Because we need to complete the project within a short timeframe, we should be open-minded and communicate fully. The key is to think of different solutions to the problem, allowing us to change them as the project progresses. This ensures efficiency.

Roles: Do you see this team performing well because everyone learns the same and contributes equally?

- Are there certain aspects that some teammates excel at that other abhor?

I don't believe that successful teamwork necessarily stems from everyone learning the same material and making the same contributions. Quite the contrary. We believe it stems from our shared goals, but through brainstorming and sharing ideas, as well as the knowledge presented in class, we develop diverse perspectives on the project. This allows for a wider range of feasible solutions for team projects and allows us to employ diverse approaches to address the diverse challenges encountered in mechanical structure construction. Furthermore, everyone's contributions should be roughly equal, not necessarily identical. Everyone has their own strengths and weaknesses, and we plan to initially distribute project tasks evenly, then adjust based on each person's strengths.

Everyone in the team can perform basic design and production of mechanical structures. Team member Yuan is very good at laser cutting, which we believe will play a very important role in the completion of the project.

Un-Scheduled Meeting Time(s): The team will meet at the scheduled lab period each week. The meeting will start on time and be ended when the TA ends it.

Can you also preset an ideal time for meeting outside of lab as may be needed? Is your team interested in meeting to work on homework, study, or other aspects of the course together?

We will meet every Sunday from 3-5pm on the 4th floor of Grainger to work on the project. We may swap to JIS if we are using the tools/materials for building and testing purposes. This date may be subject to change depending on the progression of the semester.

Agenda:

- Who will set the agenda?
- What will be done to ensure the team stays on track during the meeting?
- When a decision needs to be made, how will it be approved…consensus or majority, perhaps?
- Will someone be appointed to keep records?

The project manager role for each assignment will be responsible for creating and distributing the meeting agenda at least 12 hours beforehand. During meetings, we will follow the agenda to stay on track. All major decisions will be made by **consensus**, which means everyone must agree. If a consensus cannot be reached, the team will revisit the issue later or seek a TA's input. One member will be designated to take notes during each meeting, recording decisions, action items, and who is responsible for each task.

Daniel will be setting the agenda for meetings. In order to ensure everyone stays on task, we will refrain from discussing other classes as that will distract us from accomplishing our work for the 370 projects. Decisions will be approved through consensus and compromise if necessary. Sebastian will be in charge of keeping track of meeting activities.

Process and penalties for dealing with team issues: What happens when ground rules are broken? Always remember not to jump to judgement. Give group members the benefit of the doubt and the opportunity to explain themselves when something first goes wrong. ***When is it appropriate to put a teammate's name on a team-submitted document? When should it be excluded? Is there something in-between?***

Who intervenes if the rules are broken?

What happens if the situation escalates?

Who decides the consequences for breaking team rules?

What are the consequences for breaking team rules? (the course instructors will enforce any reasonable penalties the team all agrees to. This could include a reduction of some% on the assignment, no credit on the assignment, additional team meetings or documentation showing that the team is performing better, or other reasonable penalties)

When ground rules are broken the first step we do is have a discussion about it. We talk as a team to get a full picture of the situation and be able to assess it fairly. If the group agrees that the rule was broken intentionally/with malicious intent, we will agree on a fair punishment. This will depend on the situation but will probably be some sort of % reduction on the assignment. If the problem escalates and gets out of our possibility of controlling it, then we will get the TA, professor, or other appropriate party involved.

End-of-term agreement on using final peer assessment for grade adjustment:

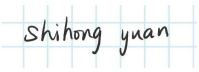
Do you believe that this contract should hold your team accountable to its contents or that it may hold little value?

There will be multiple formal peer assessments this semester. These peer assessments should take into account the professional growth of each team member and provide a snapshot of where they landed at the each point of the semester. Without accountability, many promises go by the wayside.

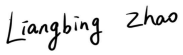
We agree that this product will be used to hold our team accountable. We will uphold the rules and values that we outlined collaboratively in this document. Since we all agreed on the document, these rules are fair for the entire team. This document will form the structure for our group work. We will use it for final peer assessments.

Signatures: Iterate on this document until everyone is comfortable with its contents and signs.

I affirm that I participated in generating this team charter and that I will abide by its contents to the best of my ability. Furthermore, I understand that failure to meet the expectations expressed here can lead to the stated consequences.

netID: _____syuan19___ (handwritten) Signature: ____  Date: 9/10/2025

netID: _____dvk2_____ (handwritten) Signature: _____  Date: 9/10/2025

netID: _____lz36_____ (handwritten) Signature: _____  Date: 9/10/2025

netID: ____missong2_____(handwritten) Signature: ___  ___ Date: 9/11/2025