

# Team 7 Teamwork Contract

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## I. HOW WILL THE TEAM BE RUN?

The team will be run by using one leader but still giving everyone on the team an equal vote on all subjects. In any matter, the majority vote will win when a vote is held. The leader will be voted in by the team. The team will decide on responsibilities by discussing and voting, giving everyone a chance to speak out about the matter.

## II. TEAM EXPECTATIONS

*A. Participation - Each member of our team is expected to fully participate at meetings and achieve each of their weekly goals. Each member will show exactly what they did for the week compared to what was needed to be done. Being able to see this will show how much effort each team member puts in.*

*B. Contribution - Everyone is to fully contribute to this project to allow it to advance in development. Each person will have work to do every week and we expect each other to contribute and meet these expectations. Contributions can also include contributions to ideas, problem solving, and discussions.*

*C. Communication - Communication is a major factor for any team. We will be communicating to find out everyone's free time between classes or on the weekends for meetings. When together during meetings, we will be working as a team by sharing ideas and helping each other with problems and questions. Communication is also key when there is a conflict or if someone needs to be kept up to standards. It will be used to figure out our weekly goals and how we are going to achieve them.*

*D. Meetings - Our team is going to meet at least once a week, maybe a couple times, for a couple hours depending on what is needed. If needed, we will meet more. The leader of the group will communicate with other team members to figure out when and where we can and need to meet. Each member is expected to be present unless a valid excuse is given which will be determined by the team.*

*1) How often is the team to meet?: At least once per week for a determined time.*

*E. Conduct - We expect our team to approach this project professionally and treat each other with respect, no disrespect will be tolerated to ensure that the team functions efficiently and tasks are completed on time.*

*F. Conflict - Conflicts during the project are to be expected but they are also expected to be dealt with appropriately. Conflict between team members is not acceptable. Team members are expected to talk about issues professionally and not cause arguments. Project conflicts should also be dealt with professionally. This will make solving issues much easier and more efficient.*

*G. Deadlines - Deadlines/goals will be set and agreed on by the team each week. Each team member is expected to complete their tasks on time. If a team member is stuck or struggling, they are expected to reach out to the team and ask for help to prevent setbacks.*

## III. UNIQUE ROLES

We have decided that Carson Ray will be granted the role of being the leader of the team.

*A. Responsibility - To make sure that everything is communicated properly, such as meeting times and deadlines. This also includes ensuring that important emails are sent and delivered properly.*

*B. Power Granted - The leader will have the power to hold a vote on any subject matter. This still gives the team the opportunity to voice their opinions and have input on the decision making process.*

*C. While this team will have a leadership role, the team as a whole will still be making decisions together rather than the leader making every decision. With this being said, the team expectations will remain the same throughout the project.*

## IV. TEAM MEMBER RATING

Using the expectations outlined in question 2, discuss and describe a theoretical team member that the team would rate as...

A. 1/5 - A 1/5 will be given if a member does not participate, does not contribute, does not communicate, does not attend meetings, does not follow conduct, causes conflict, and does not meet deadlines.

B. 2/5 - A 2/5 will be given if a member is below average in participation, below average in contribution, below average in communication, late or misses meetings without valid excuse, struggles following conduct, struggles with conflicts, and rarely meets deadlines.

C. 3/5 - A 3/5 will be given if a member is average in participation, average in contributions, average in communication, attends meetings and on time unless a valid excuse is given, follows most conduct, causes few conflicts, and struggles meeting deadlines.

D. 4/5 - A 4/5 will be given if a member participates often, contributes often, communicates well, attends meetings unless a valid excuse is given, follows conduct well, very rarely causes conflicts, and meets most deadlines.

E. 5/5 - A 5/5 will be given if a member excels in participation, excels in contributions, excels in communication, attends all meetings on time, follows conduct perfectly, causes no conflicts, and always meets deadlines.

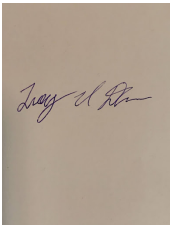
#### V. TEAM MEMBER SIGNATURES



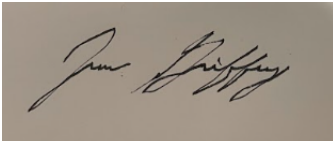
*Carson H. Ray*



Ray, Carson



Dunn, Troy



Griffey, Jesse