

ECE 3400, Fall 2018, Team 18

Team Members: Alexander Li, Sheila Balu, Adeel Mahmood, Yixiao Zhang, Alvin Pan

Team Name: YAAAS

Team Procedures

- Weekly meetings: Fridays in Upson 142 at 11:15am
- Communication using FB Messenger
- Decision making policy: Vote, ties will be broken by rock-paper-scissors
- Whoever is the assigned lead for that time period (see below) will set the meeting agenda and keep the meeting on track
- Team lead will also take notes and meeting minutes

Team Expectations

- Work quality
 - Our team expects to have a beautiful website. We expect our rover to win. We expect everyone to contribute equally.
 - Communication will be key to achieving high standard of work. During times when someone is too busy, they should communicate that.
- Team participation
 - We will ask team members what they want to work on, and allow people to work on things they are most interested in.
 - We will uphold open communication, allowing everyone to share ideas.
 - We will stay on task by following the class calendar and meeting milestones.
 - We prefer informal leadership, with the assigned team lead taking initiative
- Personal accountability
 - We expect everyone to be at every meeting on time, unless communicating to the team 24 hours before
 - We expect everyone to meet every deadline, and finish tasks at least 3 hours before deadlines
 - We expect everyone to communicate actively
 - We expect everyone to take part in team decisions
- Consequences
 - If someone is consistently late, the team will talk to the individual
 - If the behavior continues, the team will talk to the professor

Team leadership

- Starting the week of 9/3, we will cycle the assigned team lead every week

- The cycle will go: Adeel, Alex, Sheila, Yixiao, Alvin

a) I participated in formulating the standards, roles, and procedures as stated in this contract. b) I understand that I am obligated to abide by these terms and conditions. c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

Alexander Li 8/31/18

Adeel Mahmood 8/31/18

Sheila Balu 8/31/18

Alvin Pan 8/31/18

Yixiao Zhang 8/31/18