

Team Name: Addicted Bois

Team Procedures

1. Team meeting will take place on Tuesday evenings in the Science Library.
2. The primary form of communication between team members will be the team GroupMe.
3. Decisions regarding the project will be decided by consensus with all member's ideas being considered.
4. Comments and suggestions in the GroupMe chat will be aggregated into a list of "to-do's." Meeting reminders will be disseminated in the GroupMe chat. The team will collectively keep itself on track during the meeting as each member will make a conscious effort to stay focused and speak up when others are not staying focused.
5. Team members will rotate the responsibility of recording minutes which will be posted to the team Google Drive.

Work Quality

1. This group is not a startup and its member have other coursework and obligations which consume their time. However, the team will aim for "A" level work in an undergraduate setting in regard to presentations, designs, development, and the research and information gathering required to do these.
2. The foremost strategy in the expectation of excellence is the review of all team members. If one or more team members feels that quality is lacking, their opinion will be taken seriously in the consideration of revision or improvement.

Team Participation

1. Team members will be expected to step up to a task either if it well fits their domain knowledge or they have not contributed to the project as much as the other team members.
2. All ideas from team members will be taken into consideration when deciding on a path forward.
3. Team members are expected to make a conscious effort to stay on task when working with one or more other members of the group.
4. Leadership will be shared amongst the group members and informal. However, team members are expected to take leading rolls in the aspects for which they have domain knowledge or wish to spearhead.

Personal Accountability

1. If the team decides to have an in-person meeting (the time and place of which all members need to agree upon) all members are expected to show up to the meeting on time.
2. If a team member spear heads a task or subproject, they are expected to have the result finished and available for group review enough ahead of the deadline for changes to be made if the group deems such necessary.
3. Team members are expected to fully communicate with the rest of the group.
4. Once decisions are made by the group, a significant deviation will not be considered unless absolutely necessary.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. A single infraction of obligation or of this contract by a group member will result in a within-group warning, severity depending.
2. A second severe infraction will be brought to the attention of the instructor.

- a) I participated in formulating the standards, role, 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.

Team Member's Name

Team Member's Signature

Edward Mortimer

Donald Dunagan

Culby A. Olson

Andrew Stout

Charles Tantillo