

TEMPLATE FOR TEAM CONTRACT

(there are 2 pages to this document)

ECE 3400, Semester # 5 __ Team # 4 __

Team Members:

1. Max McCarthy
2. Brian Jeong
3. Sam Dipietro
4. Richard Gallo

Team Procedures

1. Day, time, and place for regular team meetings:

Kimball B11, Friday, Date, 11:15 – 12:05 PM. (We suggest allocating more time towards the end of the semester)

2. **Preferred method of communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems: **Facebook Group Message**
3. Decision-making policy (by consensus? by majority vote?): **Consensus**
4. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?): **By consensus, we all agree when to meet, anyone can ask to have a meeting.**
5. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?): **Each person will keep their own notes. Compare at end of each meeting. Post notes on Google Drive.**

Team Expectations

Work Quality:

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.): **Each person will be responsible to try their best. If someone agrees to do something, it's assumed they'll do it.**
2. Strategies to fulfill these standards: **Calendar with deadlines. Peer check each other. If someone has a question, they should ask the group.**

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks: **Each person will be responsible for doing an equal amount of work. We meet up as much as possible.**
2. Strategies for encouraging/including ideas from all team members (team maintenance): **Anytime anyone has an idea, they are allowed to say it without getting interrupted or shut down. We'll be polite to each other.**
3. Strategies for keeping on task (task maintenance): Agenda, Calendar.
4. Preferences for leadership (informal, formal, individual, shared): **Shared, Informal. If someone feels confident in something, they should take it on. You can take on as much leadership as you want.**

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: **If we agree to meet, we expect that everyone will show up, and if they cannot, the person must provide a valid excuse as to why not.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Each person has an equal level of responsibility for fulfilling team assignments that are of high quality.**
3. Expected level of communication with other team members: **If you change anything, tell the group. Updates for mostly everything we do. Comments on commits.**
4. Expected level of commitment to team decisions and tasks: **If you agree to do something, you do it.**

Consequences for Failing to Follow Procedures and Fulfill Expectations:

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract: **Group discussion, bring it up during a meeting.**
2. Describe what your team will do if the infractions continue: **Bring it up with a TA. Could all meet with TA if there is a real issue.**

Team Leadership:

Every person on the team will have to take the role as a leader. The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. Please note here who will be responsible when:

(Split up the time according to the number of members, below is an example for a team of 4).

Week 1-4 (Start-up, Lab 1, Milestone 1): **Max**

Week 5-8 (Lab 2, Lab 3, Milestone 2): **Sam**

Week 9-12 (Lab 4, Milestone 3): **Brian**

Week 13-16 (Milestone 4, competition, final report): **Richard**

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.

1) _____ *Richard Gallo* _____ date ____ *9/6/2019* _____

2) _____ *Sam Dipietro* _____ date ____ *9/6/2019* _____

3) _____ *Max McCarthy* _____ date ____ *9/6/2019* _____

4) _____ *Brian Jeong* _____ date ____ *9/6/2019* _____

5) _____ date _____

6) _____ date _____