

## ECE 3400, Semester: Fall 2017, Team #12

### **Team members:**

Christina Chang (cc2294)  
Caroline Chu (cc2295)  
Felipe Fortuna (fb262)  
Ian Kranz (imk33)  
Pei-Yi Lin (PPL32)  
Xitang Zhao (xz522)

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### **TEAM PROCEDURES**

#### Team meeting logistics:

Meetings will take place weekly on Mondays at 5pm in Upson first floor. The leader during that week will set the agenda and keep the meeting on track. Christina will take meeting notes, if not Pei-Yi will help.

Communication will be through GroupMe. Response time is maximum 24 hours.

#### Decision making process:

Use majority vote, leader casts tie-breaking vote in cases when votes are tied.

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### **TEAM EXPECTATIONS**

#### ***Work Quality***

Assignments should be completed 24 hours before the deadline so team members can review. Five members need to approve of the quality of the work. If the assignment does not get five votes, the member responsible for it needs to improve it before handing it in. If the assignment gets exactly five votes, meaning only one team member is dissatisfied with its quality, that member is then responsible for improving the assignment as he or she wants.

#### ***Team Participation***

Leader is responsible for delegating tasks if someone doesn't have a task to do. If someone needs help, reach out to another person on the team who will be able to help.

To encourage ideas, members should contribute during meetings and after lab times.

#### ***Personal Accountability***

Every team member has a "team contribution," which will be used to fund food at the end of the semester. If members need to miss a meeting or late to a meeting, s/he should try to let all other members know 24 hours ahead.

### ***Consequences for Failing to Follow Procedures and Fulfill Expectations***

If a member fails to live up to this contract, the issue will first be addressed at a team meeting, where the team leader (or another member if team leader is the subject of discussion) will be responsible for bringing up the issue and stressing the need to keep up on work. If problem persists, the team can decide on the repercussion on a case-by-case basis, as it should vary based on the severity of the infraction.

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### **TEAM LEADERSHIP**

Aug 28th - Sep 15th (Lab 1, work on lab 2): Christina Chang

Sep 16th - Sep 29th (Lab 2, Milestone 1 and 2): Felipe

Sep 30th - Oct 20th (Lab 3, work on lab 4): Caroline

Oct 21st - Nov 3rd (Lab 4 and Milestone 3): Ian

Nov 4th - Nov 17th (Milestone 4): Xitang :D

Nov 18th - Dec 5th (Final competition and deadline for the website): Pei-Yi

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### **AGREEMENT**

I participated in formulating the standards, roles, and procedures as stated in this contract.

I understand that I am obligated to abide by these terms and conditions.

I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

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|----|----------------|---------------|
| 1. | Felipe Fortuna | date 09/01/17 |
| 2. | Caroline Chu   | date 09/01/17 |
| 3. | Pei-Yi         | date 09/01/17 |
| 4. | Ian Kranz      | date 09/01/17 |

5.  date 09/01/17

6.  date 09/01/17