

Team contract, Hardware 1 & 2

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Duration: 18.01.2023 - 12.05.2023

Our project team will work together to create the team contract and then use it to help team performance. Benefits include promoting buy-in, commitment, and common values, as well as clear expectations and procedures for making decisions, meeting deadlines, and producing high-quality work.

Code of Conduct

As a project team, we will:

1. Work proactively, anticipating potential problems and working to prevent them.
2. Keep other team members informed and information related to the project.
3. Focus on what is best for the whole project team.
4. See the team project through to completions.

Participation

We will:

1. Be honest and open during all project activities.
2. Encourage diversity in teamwork.
3. Provide the opportunity for equal participation.
4. Be open to innovative approaches and consider current ideas.
5. Have one discussion at a time.
6. Let the team know in advance if a team member misses a meeting or may have trouble meeting a deadline for a given task.

Communication

We will:

1. Decide as a team on the best way to communicate various information.
2. Focus on solving problems, not blaming people.
3. Present ideas clearly and concisely.
4. Meet and communicate frequently to discuss project progress.
5. Arrange additional meetings, as needed.
6. Keep discussions on track.
7. Honor meeting timeframes.
8. Read communications (emails, meeting minutes, action items, etc) from each other.
9. Respond to each other in a timely manner (i.e., within 24 hours).

Problem solving

We will:

1. Encourage everyone to participate in solving problems.
2. Only use constructive criticism.
3. Strive to build on each other's ideas.
4. Hold each other accountable for meeting the aforementioned standards.