
Embedded Systems International

Team Contract Worksheet (PD2)

Team Identifier: **7E**

Team Name (optional): **Cool Runnin'**

Date: **4/14/2023**

Team Member Names:

Kayley Clark

Sam Frost

Melani Hodge

Steven Ragan

Submit your document as a PDF file in Canvas under the corresponding project assignment.

With this contract, team members are affirming this statement:

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Each team member who has participated in this assignment and agrees to the contract should put their name in a comment in the Canvas assignment.

Every team member will complete a team evaluation worksheet at the end of the project. Refer to the sample worksheet.

Team Contract

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
Our primary goal for this project is to apply the skills and techniques learned from the previous labs in an effective manner. To do this, a secondary goal of ours is to improve our ability to work in a team environment. We want to work modularly, with each person responsible for a certain amount/area of work. Modular teamwork is common in the workplace, so developing comfort with the process will make us more valuable professionals.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
We understand that success in the lab project is reliant on our ability to work as a team, and to be accountable for our expected contributions. Attendance at agreed upon group meetings is expected, unless a valid excuse is provided. We have an open line of communication through a group chat, so relatively swift responses are expected. The quality of work must have unanimous agreement among all team members. Certain members will have certain strengths, but a genuine effort is expected in all contributions from each member.
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations?
We all agree that mutual respect is the most important foundation that we can have. If we respect each other's time, effort, and individual circumstances, we will avoid unnecessary conflict. More specifically, being responsible for deadlines and meeting times is unanimously agreed on as necessary for success. We will use our channels of communication to relay this information as needed.
CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?
If conflicts do arise, we intend to navigate through them in a respectful manner. Group members may air their grievances at their discretion if they do so respectfully. If the non-performance continues, there will be a discussion on whether the expectations we have made are worth altering. We aim to deal with any conflicts in-house and avoid involving TAs.