

Team Contract - Deadline: 9/16/2022

EE/CpE 4812 – ECE Capstone Design I

Fall 2022

Instructor: Johnathan Votion Ph.D.

Team name: Drone Conversion Appliances

Team members: Ehab Afsoonko, Conrad Obeng, Lexi McMinn, Mark James Jr.

Description: Team contract that settles team meeting times and responsibilities.

– Team Contract

Team Members:

Ehab Afsoonko
Conrad Obeng
Lexi McMinn
Mark James Jr.
Matthew Moubray

Team Expectations:

Our team is expecting to perform to a high standard in both the course, and throughout the duration of the project. Namely, we will all perform to the best of our abilities, while also being conscious of individual schedules and time constraints.

Communication Methods:

Ehab Afsoonko- 1st : GroupMe, 2nd: Zoom , 3rd: Text
Lexi: Groupme > Text > Email
Conrad: GroupMe, Text, Discord
Matthew: 1st) GroupMe, 2nd) Email, 3rd) Discord

Meeting Schedule:

Mondays on zoom from 3:00pm - 4:00pm
Thursdays on zoom from 3:00pm - 4:00pm

Meeting Agenda:

Lexi will create the meeting agendas and will have them sent to other group members at least a full day in advance. Conrad will make sure the meeting stays on track by reviewing the agenda to see what needs to be done each meeting, and keeping discussion on track during each session.

Meeting Minutes:

Ehab will be responsible for recording and distributing meeting minutes. The meeting minutes will be recorded on google sheets. The meeting minutes and updated tasks will be recorded 30 minutes after the zoom group meeting is held.

Decisions:

Major decisions will be handled via majority rule, and if there is no majority, either compromise or come up with a different solution.

Responsibilities and Roles:

Ehab - Secretary who will record meeting minutes and distribute summary of meeting minutes along with tasks that need to be completed, and who has been assigned those tasks

Conrad - Engineering Manager who will delegate tasks related specifically to the project functionality, due to existing familiarity with the project base.

Lexi - System/Software Engineer who will focus on the supporting software of the project.

Mark - Financial officers who reviews budget and schedule to ensure that the project stays within budget. Makes purchase orders, and saves a record of all purchases.

Resolutions:

Should a member fail to meet their obligations, we will work as a team to help them catch up and keep on track.


Name and Signatures:

Ehab Afsoonko  9/16/2022

Conrad Obeng

Lexi McMinn  9/16/2022

Mark James jr.

 1/26/2023

