Team Contract

Section 1: Team Name and Mission

- What is your team name?
    - Track Tech
- What is the mission of your team in 1-2 sentences?
    - Design, implement, and test embedded software to drive a robotic arm for optical beam alignment. Improve arm design and implementation as needed.

Section 2: Membership

- Who are the team members?
    - Dawson Burgess
    - Spencer Butler
    - Marissa Samayoa
- What consultants/mentors/instructional staff are associated with this team?
    - Bruce Bolden
    - John Paul (JP Hansen)

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
    - Spencer Butler
- Who will be the primary client contact?
    - Dawson Burgess
- Who will organize team meetings?
    - Dawson Burgess
- Who will be in charge of keeping team documentation?
    - Marissa Samayoa
- What other roles are critical to team success?
    - We will determine them after our first meeting with the client.
- How will roles be selected/assigned?
    - Through a democratic/unanimous voting process. We will try to tailor roles to who they would fit best/who would perform the best.
- What are the key responsibilities associated with each role?
    - Doing the work that is asked of you, and producing results on time. Communication with team.

Section 4: Team Relationships

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will...

- o Have open lines of communication, will contribute to the project. As well as be courteous of others.
- Members will NOT ...
  - o Disappear and fail to contribute to the project.

Section 5: Joint Work

5a. Purposes of Joint Work
- Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- Members will...
  - o Will be respectful of others work contributions, and discuss major changes before they happen.
- Members will NOT...
  - o Be rude or inconsiderate of others.

5b. Team Meetings
- Team meetings are an important example of working together.
- Where and when will the team meet?
  - o Tuesday/Thursdays during CS480 scheduled class time, and after class time if needed/or there is class. Uidaho Library is meeting place unless agreed upon otherwise by ALL members (i.e. if its too packed)
- What components are required in team meeting agendas?
  - o Bring computers, log book, anything else need for project (models or prototypes given by contractor).
- How will meeting minutes be taken/circulated?
  - o Source a document to be used in each meeting.

Section 6: Individual Work
- Team members are expected to work alone in many cases to complete work important to the team.
- How will work assignments be made?
  - o Waterfall/Agile Development (we need to see what we have first).
- How will quality expectations be established and verified?
  - o See what client wants exactly, and try to meet them to the best of our standards. We will use or establish coding standards, as well as test anything we plan to implement.
- How will due dates be established and verified?
  - o Establish after meeting with client. See what the deadlines are from class and formulate our own plan from that.
- How will status of work in progress be communicated?
  - o Discord for the teams use, MS teams for client updates.

Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.

- What individual documentation will be kept?
    - Log book, changes posted on git. Documentation (comments) in our individual code.

- What team documentation will be kept?
    - Git, meeting minutes, all forms needed and used will also be posted in our discord.

- What is the process for communicating with other team members?
    - Discord, email, and weekly meetings.

- What is the process of communicating with your client/outside stakeholders?
    - MS teams, email, and meetings as needed.
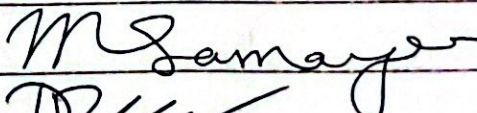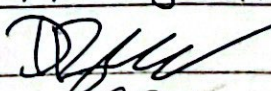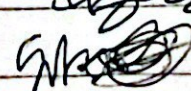
Section 8: Conflict Resolution

- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

- What process will be used to address conflicts?
    - Being respectful and discussing during meetings/what can be done to help.

- How will team dynamics be communicated to instructors/mentors?
    - Email / meetings with instructor.

Section 9: Amendments

- Where will this team contract be kept?
    - Discord, Git, Each member has copy.

- How often will the contract be reviewed?
    - When/if changes need to be made. More will be fleshed out after our meeting with the client.

- How can the contract be amended?
    - Unanimous/democratic decision process.

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date
Marissa Samayoa	*M Samayoa*	9/7/23
Dawson Burgess	*signature*	9/7/23
Spencer Butler	*signature*	9/7/23