

## **Team Contract Template**

### **ELEC391 Electrical Engineering Design Studio II**

**Project Title:** Self-balancing robot

#### **Team Members:**

1. Adarsh Sood
2. Samarr Parmaar
3. Faaq Majeed

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#### **1. Purpose of the Team Contract**

This document establishes the expectations, responsibilities, and procedures for the successful collaboration of all team members during the course of the project.

#### **2. Team Goals**

- Define the primary objectives for the project:
  - Complete the entire project by March 24<sup>th</sup>, 2025, at 11:59 PM
  - Core project aspects must be completed by March 1<sup>st</sup>, 2025, at 11:59 PM
  - We must communicate with each other our duties and take responsibility for completing it.

#### **3. Roles and Responsibilities**

- **uController programming lead:** Faaq Majeed - responsibilities
- **Modeling and simulation lead:** Samarr Parmaar - responsibilities
- **Additional features lead:** Adarsh Sood - responsibilities

#### **4. Communication**

- **Preferred Method:** WhatsApp and Discord  
**Frequency of Updates:** Once weekly on Monday.
- **Response Time Expectation:** 8 hours of any communication being made.

#### **5. Decision-Making Process**

- Decisions will be made by majority vote.
- In case of a tie or unresolved disagreement, the issue will be escalated to the advisor.

#### **6. Conflict Resolution**

- Discuss conflicts openly during scheduled team meetings.
- If unresolved, seek mediation from a third party, such as the course instructor.

#### **7. Time Commitment**

- Each member agrees to contribute 12 hours including the lab session per week.
- Notify the team in advance of any scheduling conflicts or absences.

#### **8. Accountability and Consequences**

- Members agree to complete assigned tasks by agreed-upon deadlines.
- If a member consistently fails to meet expectations, the following steps will be taken:
  1. Verbal reminder from the team.
  2. Written documentation of the issue.
  3. Escalation to the course instructor.

#### **9. Review and Amendment**

- This contract will be reviewed every month to ensure continued alignment.
- Amendments to the contract require unanimous agreement.

**10. Other Considerations**

- All three of us will be collaborating with each other if we experience any roadblocks.

**11. Signatures**

By signing below, we agree to abide by the terms of this contract:

Adarsh Sood

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Samarr Parmaar

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faaq Majeed

Signature: \_\_\_\_\_

Date: \_\_\_\_\_