**Team Contract Template**

**ELEC391 Electrical Engineering Design Studio II**  
**Project Title:** Self-balancing robot  
**Team Members:**

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

**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 24th, 2025, at 11:59 PM
  + Core project aspects must be completed by March 1st, 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:** Faaiq 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faaiq Majeed  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_