**Team Contract Template**

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

1. [Student 1 Name]
2. [Student 2 Name]
3. [Student 3 Name]

**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 (e.g., completion by [date], achieving specific technical outcomes, maintaining strong communication).
* Ensure all members understand and agree on these goals.

**3. Roles and Responsibilities**

* **uController programming lead:** [Name] - responsibilities
* **Modeling and simulation lead:** [Name] - responsibilities
* **Additional features lead:** [Name] - responsibilities

**4. Communication**

* **Preferred Method:** [e.g., Email, Slack, WhatsApp, etc.]
* **Frequency of Updates:** [e.g., Weekly check-ins every Monday at 3 PM]
* **Response Time Expectation:** [e.g., Within 24 hours of a message being sent]

**5. Decision-Making Process**

* Decisions will be made by [e.g., majority vote/unanimous agreement].
* In case of a tie or unresolved disagreement, the issue will be escalated to [e.g., the course instructor or 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 [X hours] 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 [e.g., monthly] to ensure continued alignment.
* Amendments to the contract require unanimous agreement.

**10. Other Considerations**  
[Team-specific considerations, such as specific tools, additional roles, shared values, or additional procedures.]

**11. Signatures**  
By signing below, we agree to abide by the terms of this contract:

[Student 1 Name]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Student 2 Name]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Student 3 Name]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_