RBE500 Project Team Contract

Team Members

1. Harsh Deval Shah
2. Sri Satya Satwik Sirigineedi
3. Samar Kale
4. Puneeth Shankar

Date Established: November 11, 2025

Communication

A. Preferred Communication Platforms
   - The team will primarily communicate through a **WhatsApp group chat** for quick updates and reminders.
   - **Email/GitHub** will be used for sharing documents, progress summaries, and formal communications.
   - **Zoom** meetings will be held for discussions, brainstorming, and presentations when in-person meetings are not possible.
B. Response Time Agreement
   - All members agree to respond to group messages within 12 hours during weekdays and within 24 hours on weekends.
   - In case of urgent project updates or approaching deadlines, members will aim to respond as soon as possible.
C. Meeting Scheduling
   - Meetings will be scheduled at least 48 hours in advance, unless it's an emergency meeting (e.g., addressing an urgent issue before submission).

Internal Team Deadlines & Working Styles

A. Geographic Locations and Meeting Modes
   - Team members are located within the same campus. Meetings will be a mix of in-person and Zoom sessions, depending on everyone's availability.
   - In-person meetings will usually be held in Atwater Kent or the Library.
B. Working Styles and Preferences
   - Member 1 prefers working independently before group discussions.
   - Member 2 prefers collaborative work in real time.
   - Member 3 prefers working independently before group discussions.
   - Member 4 prefers working independently before group discussions.
   All members are in the same time zone.
C. Meeting and Work Expectations
   - Weekly meetings will last approximately 2 hours.
     - First 30 minutes for planning and updates.
     - Remaining time for collaborative work, debugging sessions and testing.

- Members should complete their assigned tasks at least 24 hours before the final team deadline, allowing time for review and integration.
- Members prefer to have work completed ahead of deadlines rather than last-minute submissions.

Decision-Making and Conflict Resolution

A. Decision-Making Process
  - Decisions will be made by consensus whenever possible.
  - If consensus cannot be reached, a majority vote (3 out of 4 members) will decide the outcome.
B. Conflict Resolution
  - If two or more members have a disagreement, they will discuss the issue respectfully in a meeting.
  - The remaining members will act as neutral mediators.
  - If the issue remains unresolved after one hour, the team will consult the project instructor or supervisor for guidance.
C. Missed Deadlines or Poor Work Quality
  - If a member misses a deadline or submits substandard work, the issue will first be discussed privately within the team.
  - The member will be given a chance to explain and correct the work.
  - If the problem continues, the issue will be escalated to the instructor for resolution.

Rules for Civility and Shared Team Principles

Our Shared Principles for Effective and Equitable Teamwork:
1. *Respect All Voices*: Everyone's ideas and opinions will be heard before decisions are made.
2. *No Interruptions*: Members will not talk over each other. If interruptions occur, we will use a two-minute timer to allow each person to speak without being interrupted.
3. *Idea Inclusivity*: During brainstorming, all ideas will be written down before discussion or elimination.
4. *Stay Present*: Members will avoid multitasking or unrelated work (e.g., texting, gaming, side conversations) during meetings.
5. *Professional Tone*: Criticism will be constructive, focusing on the work, not the person.
6. *Take Breaks When Needed*: If disagreements get heated, the team will take a five-minute break before continuing the discussion.
7. *Shared Accountability*: Every member is responsible for communicating their progress, asking for help when needed, and supporting teammates.

Agreement and Signatures

By signing below, each member acknowledges that they have read, understood, and agreed to abide by this team contract throughout the duration of the robotics project.

Harsh Deval Shah

Sri Satya Satwik Sirigineedi

Samar Kale

Puneeth Shankar