**TEAM CONTRACT**

**ECE 3400, Semester # Fall 2019 Team # 10**

**Team Members:**

1. **Ryan McMahon**
2. **Daniel Buscaglia**
3. **Jinny Gui**
4. **Joy Thean**

**Team Procedures**

1. Day, time, and place for regular team meetings:

Kimball B11 or Rhodes 471, Friday, Date, 11:15 – 12:05 PM. (We suggest allocating more time towards the end of the semester)

1. **Preferred method of communication** (e.g., e-mail, cell phone, wired phone, Blackboard Discussion Board, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems: **Facebook Messenger group chat**
2. Decision-making policy (by consensus? by majority vote?): **Consensus**
3. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?): **messenger, we will all play a role in making sure the team is on track during meetings and setting the agenda**
4. Method of record keeping (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?): **We will make a google doc for meeting notes and keeping track of things**

**Team Expectations**

*Work Quality:*

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?): **We will aim for high quality work**
2. Strategies to fulfill these standards: **Start working early, accountability, make a schedule/plan for when we want stuff done, and make sure we collaborate on tough parts.**

*Team Participation:*

1. Strategies to ensure cooperation and equal distribution of tasks: **We will discuss before we assign tasks. The goal is to talk about our individual strengths and weaknesses and then use that to distribute tasks**
2. Strategies for encouraging/including ideas from all team members (team maintenance): **Make sure at team meetings we are all discussing and sharing our ideas. We will ensure that everyone feels welcome to share their thoughts and ideas.**
3. Strategies for keeping on task (task maintenance): **Google doc will have a planned schedule of tasks we want to complete. We will also make sure we communicate so everyone is on the same page about what needs to get done when**
4. Preferences for leadership (informal, formal, individual, shared): **We plan on sharing who takes the leadership role. Also, this role will shift for each lab so everyone has a chance to take a leadership role.**

*Personal Accountability:*

1. Expected individual attendance, punctuality, and participation at all team meetings: **As long as we communicate within the group, missing or being late to a few meetings should be fine. We want everyone to participate and contribute to meetings.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **We want high responsibility so everything gets done on time**
3. Expected level of communication with other team members: **We want very open communication so everyone is on the same page and there isn’t any confusion.**
4. Expected level of commitment to team decisions and tasks: **Since we will be making decisions together, we expect everyone will contribute in the same way. Also, everyone should be equally invested in the project since we are all on the same team**

*Consequences for Failing to Follow Procedures and Fulfill Expectations:*

1. Describe, as a group, you would handle infractions of any of the obligations of this team contract: **We will bring any major concerns up to the TAs or the professor, and we will resolve any minor issues in the group by discussing and going over the team contract again.**
2. Describe what your team will do if the infractions continue: **We will try to discuss the issues with the team member. If it continues, we will bring it up to TAs or the professor.**

**Team Leadership:**

Every person on the team will have to take the role as a leader. The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. Please note here who will be responsible when:

(Split up the time according to the number of members, below is an example for a team of 4).

Week 1-4 (Start-up, Lab 1, Milestone 1): **Joy Thean**

Week 5-8 (Lab 2, Lab 3, Milestone 2): **Ryan McMahon**

Week 9-12 (Lab 4, Milestone 3): **Jinny Gui**

Week 13-16 (Milestone 4, competition, final report): **Daniel Buscaglia**

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**a)** I participated in formulating the standards, roles, and procedures as stated in this contract. **b)** I understand that I am obligated to abide by these terms and conditions. **c)** I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1)*Ryan McMahon* \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ date \_ \_ 9/6/19\_ \_ \_

2) *Daniel Buscaglia* \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ date \_ \_ 9/6/19\_ \_ \_

3) *Joy Thean* \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ date \_ \_ 9/6/19\_ \_ \_

4) *Jinny Gui* \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ date \_ \_ 9/6/19\_ \_ \_