

TEAM CONTRACT

(there are 2 pages to this document)

ECE 3400, Semester # 1 Team # 3

Team Members:

1. Emily Wang
2. Jay Chand
3. Jessica Lee
4. Sid Vadduri

Team Procedures

1. Day, time, and place for regular team meetings:
Kimball B11, Friday, Date, 11:15 – 12:05 PM. (We suggest allocating more time towards the end of the semester)
2. **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, announcements, updates, reminders, problems: Text messaging and Emails
3. Decision-making policy (by consensus? by majority vote?): **consensus**
4. 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?): **leader for each milestone will set and carry out agenda during that milestone period, members notified via text**
5. 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 create a google doc for each team meeting and take turns taking minutes**

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.): **start early and make it clear**
2. Strategies to fulfill these standards: **start early, communicate often and openly**

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks:
Everybody has to agree with how the tasks are distributed, everybody is accountable for themselves and each other (ask for help early if need help finishing task).
2. Strategies for encouraging/including ideas from all team members (team maintenance):
Allow everyone to express their ideas at every meeting, ask questions
3. Strategies for keeping on task (task maintenance): **Create team deadline/schedules, accountability**
4. Preferences for leadership (informal, formal, individual, shared): **informal and partly shared**

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: **Everyone expected to come on time; the team needs advance notice for absence and the person who misses a meeting will make up the work outside the meeting.**
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Each person is responsible for their individual task, but also communicate with other team members in case of setbacks.**
3. Expected level of communication with other team members: **In situations of setbacks, challenges, or cooperation with some other task, each person should communicate what they want from the other team members and what can be done to meet (or change) the deadline**
4. Expected level of commitment to team decisions and tasks: **If a decision is made and needs to be changed, be aware of time and resources. Everyone should try their best completing the task.**

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: Three strikes and we go to the professor policy->
 1. **Text reminder/notice by another teammate**
 2. **Talk with team about it**
 3. **Bring it up to TA/professor**
2. Describe what your team will do if the infractions continue: **talk to 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): **Jay Chand**

Week 5-8 (Lab 2, Lab 3, Milestone 2): **Emily Wang**

Week 9-12 (Lab 4, Milestone 3): **Jessica Lee**

Week 13-16 (Milestone 4, competition, final report): **Sidharth Vadduri**

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) Emily Wwang_____ date: 9/6/2019_____
- 2) Jessica Lee_____ date: 9/6/2019_____
- 3) Jay Chand_____ date: 9/6/2019_____
- 4) Sidharth Vadduri_____ date: 9/6/2019_____