

Team Contract

Team Name: Project 28 Electronically Steerable Catheter

These are the terms of group conduct and cooperation that we agree on as a team.

Time commitment: We agree to....

- Meet every week during senior design class time.
- Keep Tuesday/Thursday 9:00 - 10:30 free for potential meetings with mentors and ourselves as needed.

Work Expectations: We agree to...

- Assign tasks to individuals or pairs based on the task needs on Thursday meeting days. Thursday meetings also act as accountability checks.
- Raise any concerns about uneven distribution of workload respectfully at Thursday meeting and address as needed.

Relationship expectations: We agree to....

- Primarily using Slack to communicate. Pertinent documents, feedback, and course of action discussed in here.
- Google Drive. Team has a google drive which is regularly used for documents pertaining to the design, research, business, and poster component this project will require.
- Keep updated Gantt chart for task management.
- If previously agreed upon task deadlines are not regularly met or unprofessional conduct towards another group member is initiated, a group meeting may be held where consequences for offending behavior may be determined.

Tardiness and absenteeism: We agree to...

- Notify team members in Slack if you are not able to attend a planned working session as early as possible. Do not make this a regular occurrence.
- Have utilized when2meet to provide a general framework of group member availability.


- 15 minutes constitutes late with consequences which includes that snacks be brought to the next group meeting.
- If you miss, make sure to reach out to group members to get an idea of what was discussed, what the group plans to do moving forward, and what you have been working on.

Decision making process: We agree to...

- If there is a major disagreement in terms of project decisions, mention the sides of the argument to the mentor for their input first. Then open majority vote of all members if there is still a disagreement.
- Record both sides of decision on Google Docs. State the final decision and rational.

Miscellaneous: We agree to...

- Start mentor meetings with high-level overview of project status, direction, and deadlines.

Team Member's Name	Team Member's Signature
Zane Johnson	
Tanner Karbonik	
Erin McFadden	
Michael Pass	
Matthew Situmeang	