

TEAM CONTRACT

ECE 3400, Semester # 1 Team # 23

Team Members:

- 1. Megan Backus**
- 2. Jake Loynd**
- 3. Samad Arshad**
- 4. Mueed Ur Rehman**

Team Procedures

1. Day, time, and place for regular team meetings:
Kimball B11, Friday, Date, 11:15 – 12:05 PM.
Alternate Time and Place: Tuesday, 4:30PM, Duffield
2. Preferred method of communication: We're going to use a Facebook group chat for communication and meet face-to-face during lab and Friday 'lecture'.
3. Decision-making policy: group decisions will be made via general consensus of all group members.
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?): All team members will create meeting agendas for the next meeting either at the previous meeting or remotely during the time between. We will notify and remind each other of meetings and tasks via our group Facebook chat. During team meetings we will use our meeting agenda as a guide and modify as necessary.
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?): Samad Arshad will be responsible for much of the video documentation and minutes during group meetings, but each team member will also document elements they work on during labs and final project work.

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.): Individual research and drafts will be done in efficient and casual manners, shared with the rest of the team via either our github repository or Google Drive. Formal team presentations and writing published on our website will be reviewed and approved by all team members before being presented.
2. Strategies to fulfill these standards: Prior to submission deadlines for lab work and final project work, our entire team will review the writing, documentation, video, format, etc. to be submitted/published on the website.

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks: During the times we are physically working together in lab or on our own as a group, we will make sure that each team member is working on a different aspect of the project. For individual work, such as individual research for the final project, working on the website, contributing code, etc, we will make sure that each member is appropriately contributing to the team github repository.
2. Strategies for encouraging/including ideas from all team members (team maintenance): We will discuss ideas during meetings and ask each other for opinions on design ideas, and give a consensus on ideas we like.
3. Strategies for keeping on task (task maintenance): Making sure we know what we want to do during a meeting before we come, by discussing it in the group chat.
4. Preferences for leadership (informal, formal, individual, shared): Informal, shared leadership between the different parts of a project (hardware, software, making sure we are on track, etc.)

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: Everyone is expected to be present and on time at labs and meetings. If someone is unable to make it or will be late they are to notify the group via the Facebook chat in advance.
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: Each member is responsible for the work assigned to them and must stick to the agreed upon timeline. If one feels they will or otherwise is unable to complete their tasks it is their responsibility to communicate that with the group in order to discuss and organize a solution.
3. Expected level of communication with other team members: Ask for help if needed and make sure everyone is on the same page with any decisions being made.
4. Expected level of commitment to team decisions and tasks: Each member is expected to work in accordance with the group consensus. Each member is expected to participate in major discussions and decision making.

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: If any group member violates the terms of this team contract, we will communicate with that member as a group to ensure that they understand their responsibilities.
2. Describe what your team will do if the infractions continue: If the infractions continue after several discussions with the team, we will get help from course staff as needed.

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): Mueed Ur Rehman

Week 5-8 (Lab 2, Lab 3, Milestone 2): Megan Backus

Week 9-12 (Lab 4, Milestone 3): Samad Arshad

Week 13-16 (Milestone 4, competition, final report): Jake Loynd

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) Mueed Ur Rehman Date: 6 September 2019

2) Megan Backus Date: September 6, 2019

3) Jake Loynd Date: September 6, 2019

4) Samad Arshad Date: September 6, 2019