**PURPOSE:**The purpose of developing a team contract is to jump-start your work together as a team, to help avoid the problems commonly faced by many teams, and to facilitate continual improvement of your teamwork throughout the entire project. By addressing the following issues, you should be able to enhance your team performance, member satisfaction, and learning.

**INSTRUCTIONS:**Develop your team contract through mutual discussion and consensus during your team meeting. Please complete the following components.

**Team Name:** **Animal Computer Interaction: Otters and Beluga Whales Projects**

**Team Member Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact Info**  **(email, phone number, etc.)** | **College Major/**  **Program of Study / or Area of Expertise** | **Knowledge, Skills, or Abilities you think will be relevant for this project** |
| Dhruv Tripathi | [Dtripathi3@gatech.edu](mailto:Dtripathi3@gatech.edu)  848-373-4531 | Mechanical Engineering | Prototyping, Hardware, Sensors, Machine Learning |
| Nathaly Jose-Maria | [njosemaria3@gatech.edu](mailto:njosemaria3@gatech.edu)  678-914-8982 | Computer Science (People/Modeling & Simulation) | Data Analysis and Visualization, Coding (Python, Java), Excel, Writing, Research Experience |
| Jacqueline Le | [Jacqueline7@gatech.edu](mailto:Jacqueline7@gatech.edu)  404-955-5070 | Computer Science (People/Media) | Coding (Python, Java, mySQL), UX/UI Prototyping, 3D modeling (Blender), Basic user research experience |
| Adithya Ramanujam | [Aramanujam7@gatech.edu](mailto:Aramanujam7@gatech.edu)  404-333-9884 | Computer Science  (People & Intelligence) | Cloud, Machine Learning, Full Stack Web |

**Shared Cognition:**

a) What is your team’s goal for this project?

This team seeks to discover how otter interaction with toys can identify key health markers such as stress to notify trainers well in advance of serious issues progressing. To help with this research, we seek to optimize an existing toy with additional sensors, clear underwater data transmission, better materials, and other technical features to identify data points of note.

**Roles:**

a) What will be each person’s role?

* Each member of the team will work to understand the context behind otter toy usage and behavior to ensure strong foundational knowledge to work with.
* Jacqueline has expressed interest in UI development and user research. We will have to explore an application of this in the project.
* Nathaly, Dhruv and Adithya have expressed interest in working with sensors, moreover their attachments to the otter toys, and data collection, analysis, and pre-processing.

b) Will roles change and adapt? How?

* Roles will change and adapt as necessary. Given each individuals’ specializations, certain tasks may be more difficult than others and will require reassignment, redistribution, or trainings. An example of a potential issue includes researching optimal materials if most of the team is Computer Science majors as it will pose a knowledge barrier.

**Communication Norms:**

a) Will your team have regular team meetings? When and where will your team meet?

* Regular team meetings will be from 10:00-11:00 on Thursdays conducted at the TSRB second floor with members meeting online as needed.
* Professor advisor meetings will be conducted as needed with at least one weekly update through email or virtual meeting.
* Professor advisor meetings will be conducted at Melody Jackson’s office at Tech Square Research Building (TSRB Office 239) with members meeting online as needed.

b) How will you meet as a team? (face-to-face, using video conferencing, etc.)

* Physical prototyping, data collection, and other intensive activities will be conducted in-person.
* General group meetings will be conducted in-person regularly and online as needed through Zoom or Teams.
* Professor advisor meetings will be conducted in-person regularly and online as needed through Zoom.

c) What are the rules for your team meetings?

* Meeting should have most members present.
* If an individual must be absent, this must be communicated to the group beforehand to coordinate information distribution.

d) What will be your method of completing assignments (virtual meetings, face-to-face meetings, splitting up the work, etc.)

* Class activities will be completed in-person as much as possible, typically within class hours. However, work outside of class time with be conducted virtually.
* Project activities will be completed in-person as much as possible, typically within team meeting hours. However, work outside of team meeting hours will be conducted either in-person or virtually as schedules allow.

e) What are the norms for responding to virtual communication?  (e.g., respond to emails within 24 hours, etc.) Respond to texts within 36 hours.

* Individuals must respond to queries within 25 hours; however, if there are upcoming deadlines, responses must be provided within some hours.
* We will text regularly in two text group chats: one with Melody Jackson, another without.
* We will consolidate all files and additional information within the Teams channel.

**Operating Guidelines:**

a) How will your team make decisions?

* As researchers and academics, everyone should make minor, reversible decisions independently. Given their reversibility, they can be changed as necessary depending on circumstances. One example is picking research papers to explore independently.
* Major, reversible decisions can be made independently and later relayed to the team. Or the issue can be conferred with a member or two for confidence prior to action. One example is getting a prototype reviewed by a graduate advisor and noting changes for further development.
* Any nonreversible decisions, big or small, must reach a decision and conclusion as a team. Smaller components of this decision can be supplemented with recommendations and suggestions, but final components must be agreed on at the very end. An example includes writing an assignment together and having everyone work on individual components but reviewing the final writing together.

b) What are your team’s expectations regarding team member performance and contribution quality?

* Team members should act with the same integrity they do as Georgia Tech students. This means contributing as much as possible to the fullest of one’s ability. It is perfectly alright to not be able to meet all demands and need help; however, this should be communicated to encourage cooperation and a change of plans as needed.

c) What are your team’s expectations regarding cooperation and attitudes?

* Each member should enter exercises as engaged and cooperative as possible. Again, off days are normal and can therefore be accommodated for as long as there is clear communication.
* The team should seek to divide work as equally and as possible to ensure members feel respected for their time and commitment.

d) What are your team's expectations regarding meeting attendance, punctuality, and participation?

* General meetings should have a majority team attendance with absences communicated beforehand.
* Reasonable punctuality is expected of all members for all coordinated meetings. Less so with impromptu meetings given their spontaneity.
* Participation should be as fair as possible. As a team, work should be equally distributed, and individuals must carry their own weights.

**Conflict Management:**

a) What strategies will your team use to resolve differences of opinions among members?

* Team members will meet to discuss different solutions with pros and cons listed for each. From there, team members will vote on an ideal solution.
* In the case of indecision, the project advisor will be consulted to determine the best solution.

b) What strategies will your team use to deal with non-cooperative or underperforming members?

* The first strategy is to communicate directly with the uncooperative team member to understand their behavior and cooperate as to how the team can work together to fulfill expectations.
* In the case of ongoing unfulfilled expectations, such as recurring reminders about missing work, the second strategy is a trial by jury among the entire team. The issue will be discussed at the group meeting to problem solve as a whole unit.
* The last strategy with a completely uncooperative member is to reach out to instructors.

c) How will your team handle unexpected issues (e.g. family emergencies, illnesses, etc.)?

* Unusual circumstances are a fact of life. Therefore, the team will be understanding, non-judgmental, and cooperative to alleviate stress and redistribute workload as necessary. Should work redistribution not be possible, the team will adjust the project plan to reevaluate priorities and deliverables.

**Outside Commitments:**

a) What outside commitments (family, job, personal) that could impact an individual's ability to work on this team project?

*Nathaly Jose-Maria*

* Busy 17 credit workload this semester.
* I work part-time in the College of Computing. Usually little to no work, but some weeks will be particularly busy compared to others depending on what events are going on that I will have to help plan and host. I will advise in advance when these events/busy times are with as much advanced notice as possible, but if that is not possible, I simply ask for flexibility and patience as we work to resolve our issues.
* I have anxiety and depression registered through the Office of Disabilities that makes some days harder than others. I am usually fine, but I will occasionally have time periods, anywhere from a few hours to a few days, where I need to take time to simply reset away from all of my activities. This happens typically every other month or so. Because of this, I may be unresponsive in these moments, but I will do my best to communicate these periods and the times in which I am able to bounce back ready to work again.
* Weekends are harder for me to have regular meeting times with as mine tend to be very variable. I often drive home to help watch my chronically ill father. I am unsure if this will be an issue, but I thought to communicate clearly in advance.
* I can be quite introverted, so I may seem disinterested, but I promise I listen attentively and am actively engaged in conversation and activities. I love hearing from others and their work, and I would especially love to help and contribute in any way I can.

*Dhruv Tripathi*

* Busy only taking 13 credits but this is with part time engineering consulting work, the 13 credits includes 3 lab classes one being ME Capstone which require a large time commitment. Interviews take some time as well.

*Adithya Ramanujam*

* Taking 15 credits this semester along with a part-time job so my availability is usually limited to mornings and evenings
* Will have a busy schedule so big-time commitments need to be planned far in advance

*Jacqueline Le*

* Taking 14 credits this semester with a busy workload
* Some weekends I go home, so it may be hard to meet on those weekends.

**Research Question your team will pursue:**

What health factors can we observe in otters through interactions with their toys?

**Indicate full team agreement on these decisions:**All Team members must indicate their agreement by typing their names at the bottom of this document.

*Dhruv Tripathi*

*Nathaly Jose-Maria*

*Jacqueline Le*

*Adithya Ramanujam*