**Tasks**

|  |  |  |
| --- | --- | --- |
| **Deadline** | **Task** | **Status** |
| Thursday 27th | Short memo | *Finished* |
| Friday 28th | Team Contract | *Finished* |
|  |  |  |
| October 12th | Presentation Draft | *-* |
| October 12th | Script Draft | *-* |
| October 17th | Final Presentation submission | *-* |
| ***October 19th*** | ***Final Presentation in class*** | ***-*** |
| October 23d | Research Summary | *-* |
|  |  |  |

**Team Contract**

**Team:**

**Person 1**

Name: Roshinie Persaud

Email: [persaud.ro@husky.neu.edu](mailto:persaud.ro@husky.neu.edu)

Phone: 845-248-3068

Dorm/Room Number: Stetson West 448

**Person 2**

Name: Gemma Bruce

Email: [bruce.ge@husky.neu.edu](mailto:bruce.ge@husky.neu.edu)

Phone: 508-415-1500

Dorm/Room Number: Stetson West 362

**Person 3**

Name: Oleksandr Litus

Email: [litus.o@husky.neu.org](mailto:litus.o@husky.neu.org)

Phone: 774-613-1730

Dorm/Room Number: Stetson West 259

**Communication Strategy:**

1. Group Messaging through WhatsApp
2. Emails
3. Same working environment/Location (We live in the same building)

***Everyone Delivers High-Quality Work on Time***

We will mainly work on the project as a group which will help to keep everyone on track. We will endure everyone’s opinion is heard accordingly and taken into account.

***Team Decisions Will Be Made Appropriately***

Decisions will be based on the democracy of voting based on an analysis of which option is most reasonable and efficient. If one person feels strongly about his or her idea or opinion we will compromise and not neglect their opinion whatsoever.

***Everyone Has an Opportunity to Lead the Team***

Everyone will have an opportunity to lead the team by taking turns and ensuring everyone has a chance to take this role of handling the group and supervising it. We will treat whoever is the team leader with respect and we promise that whoever is team leader will treat his/her’s fellow peers with respect.

***Everyone Will Be Committed and Involved***

We will ensure everyone is committed and involved by showing respect to one another and by not excluding each other. We will also provide each member or at least try to provide each member with the same amount of work. However, that does not imply that we will not help one another. Even though we each may have our own assigned job we will help one another whether they are having trouble or there are any outside factors. The key is patience and respect and inclusion of others opinions.

***Team Problems Will Be Addressed***

As discussed under violation of this contract, communication will be key in resolving conflicts and differences in opinions. We will accomplish this in a calm and orderly fashion.

We will assess the situation as follows:

1. We will sit down at the Stetson West Lobby and we will discuss what the issue is
2. We will identify the root of the situation
3. All members of the team's opinion will be heard about the situation
4. Each of us will think of a solution and compromise
5. We will speak in a calm and orderly fashion until a resolution is decided upon whether its a teammates behavior or exclusion of a teammates opinion or actions.
6. We will not leave the area or proceed with the project unless the situation is solved.

***Violation of this contract will result in:***

If one member is disrespected or a teammate is not doing his or her’s part in the group we will assess the situation as above for we do not know why this issue has occurred and we will not make assumptions as to why this issue occurred. We will have a safe environment and treat each other with respect when handling this issue. Additional measure in extreme situations: the person will buy boba tea for each member of the team.

**Goals:**

1. Work together to finish all aspects of the project on time.
2. Make sure that all work is our best work.
3. Ensure everyone's participation by ensuring every member's interests are 100% met
4. Make lifetime bonds.
5. Drink Boba Tea.
6. Have a good time our freshman year.

**Roles:**

Oleksander Litus - draft of presentation, final presentation

Gemma Bruce - Draft of script, research reflection

Roshinie Persaud - Topic memo, research summary

**Resources (Limits):**

Library

Snell Engineering for Freshman

Workshops

**Deliverables:**

Microsoft Word

Google Documents

Email

Powerpoint Word

**Schedule:**

Red - no free time Green - free time Yellow - meeting time

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 8 am |  |  |  |  |  |  |  |
| 9 am |  |  |  |  |  |  |  |
| 10 am |  |  |  |  |  | Meeting |  |
| 11 am |  |  |  |  |  | Meeting |  |
| 12 pm |  |  |  |  |  | Meeting |  |
| 1 pm |  |  |  |  |  |  |  |
| 2 pm |  |  |  |  |  |  |  |
| 3 pm |  |  |  |  |  |  |  |
| 4 pm | Meeting |  |  |  |  |  |  |
| 5 pm | Meeting |  |  |  |  |  |  |
| 6 pm | Meeting |  |  |  |  |  |  |
| 7 pm |  |  |  |  |  |  |  |
| 8 pm |  |  |  |  |  |  |  |
| 9 pm |  |  |  |  |  |  |  |

**Rehearsal:**

We will be rehearsing with scripts prior to presentations on the Friday and Sunday. Before each presentation and we will present in front of each other and review the comments Dr. Susan Freeman has given us and improve upon the advice she has given. While we practice we will give each other positive and constructive criticism in an orderly manner.

I hereby agree to the terms and agreements of this document and by signing this contract I understand the rules and regulations of being apart of this Cornerstone Engineering Team and promise to uphold my role as apart of this team and will treat others with respect, fairness, commitment, transparency, and inclusion.

**Signatures:**

Oleksander Litus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roshinie Persaud \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gemma Bruce \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_