

ECE 3400, Semester #FA18 Team # 6

Team Members: Katie Bradford, Pablo Ruiz, Ben Kocsis, Caroline Azadze

The Good Noodles

## Team Procedures

Day, time, and place for regular team meetings:

- UH142, Friday 11:15-12:05pm, weekly.
- 6-730pm Mondays
  - If at least two members think we should meet, we will meet
- 1. 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, announcement, updates, reminders, problems:
  - a. Facebook Messenger
- 2. Decision-making policy (by consensus? by majority vote?)
  - a. Majority vote following discussion
- 3. 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?)
  - a. Group effort
  - b. By thursday night
  - c. Facebook messenger chat
  - d. All of us
  - e. Phones in center of table
- 4. 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?):
  - a. We will create schedule for meetings beforehand, and we will all take notes/meeting minutes as we go
  - b. The notes will be on google drive, linked to in github/website

## 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.):
  - a. We agree to submit work only when we are unanimously confident that it is of our highest quality and workmanship.
2. Strategies to fulfill these standards:
  - a. Meetings to biweekly meetings depending on workload

#### *Team Participation:*

1. Strategies to ensure cooperation and equal distribution of tasks:
  - a. Assigning everyone tasks at end of each week, Friday meetings, that we feel are evenly distributed
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - a. Not talking over each other, getting everyone's opinions on important matters
3. Strategies for keeping on task (task maintenance):
  - a. Phones away during lab/meetings
4. Preferences for leadership (informal, formal, individual, shared):
  - a. Shared

#### *Personal Accountability:*

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - a. Everyone should show up and on time
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - a. Meeting deadlines, sticking to timelines, fulfill all assignments
3. Expected level of communication with other team members:
  - a. Don't do things without telling the rest of the team unless they are menial tasks or do not alter or change the project. Expected to respond to group chat inquiries in a timely manner.
4. Expected level of commitment to team decisions and tasks:
  - a. Perform tasks as assigned, ask for help if needed.

### 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:
  - a. Instead of negative reinforcement, we will have a system of positive reinforcement of gold stars for doing things right
2. Describe what your team will do if the infractions continue:
  - a. Loss of gold star. We won't be mad, we'll just be disappointed.
  - b. Patrick of the week: displayed on website

## 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): Ben

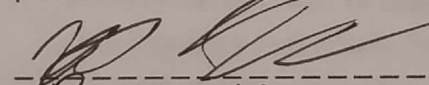
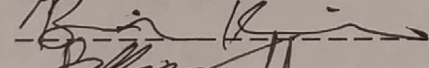


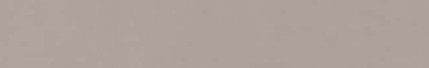
Week 5-8 (Lab 2, Lab 3, Milestone 2): Caroline

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

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

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.		date	08/31/18
2.		date	08/31/18
3.		date	8/31/18
4.		date	8/31/18
5.		date	