

Team Contract

ECE 651 : Group 13

A. Discuss Team Leadership & Communication:

1. **Team Leadership/Roles:** There will be a shared leadership to maximize team effectiveness.
2. **Decision making:** The team will come to a unanimous decision. Ideas will be discussed mutually among all the team members and then implemented.
3. **Submissions:** The entire team must come to a proper agreement before making a submission.
4. **Preferred method of (informal) communication** (e.g., e-mail, phone, text, in person):

	Team Member Name	Mail	Telephone or Other Contact Info	Preferred mode of Contact
1	Harneet Kaur	h2kaur@uwaterloo.ca	+1 (548)-333-5312	E-mail
2	Muhammad Saad Khan	ss2khan@uwaterloo.ca	+1 (519)-781-4903	E-mail
3	Akashdeep Singh Khehra	as3khehr@uwaterloo.ca	+1 (647)-867-9074	E-mail
4	Vishal Saini	v8saini@uwaterloo.ca	+1 (647)-949-4105	E-mail
5.	Gurkirat Singh	g358sing@uwaterloo.ca	+1 (519)-697-2681	E-mail

B. Establish Team Meeting Norms/Expectations:

5. **Day, time, place and frequency for regular (formal) team meetings:** Meeting will be held every Friday at 5 pm in the M.Eng. room in Davis Centre.
6. **Punctuality and participation at team meetings**
All the team members will be notified a week earlier in anticipation of absence due to personal reasons. Everyone will be present for meeting 5 minutes prior to start of it and active participation will be counted for each member.
7. **Method for setting and following meeting agenda and note taking:** Meetings will be held every fortnight and notes will be taking via Google Docs and agendas will be shared a week prior on Teams.
8. **Procedures in the absence of a team member:** Each member will attend meeting or notify the team in advance in case of any anticipated absence. However, decisions requiring unanimity cannot be made during meetings if all team members are not present.

C. Discuss Team and Individual Expectations:

What are the team's expectations with regards to:

1. **Desired grade or goal for the project.**

The desired grade of the team for this project is 90% and only the features which can be made within timeframe in the project would be introduced.

2. **Expectations for completing assignments and meeting deadlines.**

The individual expectations are to learn and adapt new technologies while working on the project, all while learning the agile development and integrating those solutions as a team. The complete timeframe will be used. The project will be submitted in due time.

D. Certification by team members:


In appending your signatures below, you are stating that:


- a) You participated in formulating the standards, roles, and procedures of this contract;
- b) You have agreed to abide by these terms and conditions of this contract

Signature: 
Name: Harneet Kaur



Signature: 
Name: Muhammad Saad Khan

Signature: 
Name: Akashdeep Singh Khehra

Signature: 
Name: Vishal Saini

Signature: 
Name: Gurkirat Singh

Signature: _____
Name: _____

End of Contract