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# Science with Style

## Team Contract

EPICS 151 Section U

20 September 2016

## 1. Team Objective

In this project, our mission is to learn how to collaborate and to develop our team skills by creating an effective and compelling product that we can be proud of. We will work effectively and respectfully with each other to produce “A” quality work and to design a solution that thoroughly fulfills the expectations of the project.

## 2. Expectations

### 2.1 Respect

Respect is the cornerstone of our team. We expect team members to respect each other regardless of the circumstances. Specific emphasis will be placed on respecting other team member’s time and talents. To respect other people’s time, we expect that each team member uses their own time effectively (see 2.2 *Work Quality, Quantity and Timeliness* for details). Another way that we will demonstrate respect for one another is by having a positive attitude about the project regardless of difficulties encountered.

We expect everyone to be open-minded to all ideas and thoughts. We expect every team member to make an effort to understand other teammate’s perspectives, and we expect every team member to be honest with his or her fellow team members. We expect that all of this is done with mutual respect between every team member.

We recognize, however, that disagreements will occur. When such disagreements occur, we expect that a compromise is reached before 21:00 (9:00 PM) on the day that the disagreement begins to prevent prolonged discord. Team members not involved in the dispute are expected to step in and defuse the conflict and help the disagreeing parties come to a compromise.

If for some reason the disagreement escalates and becomes a dispute which is not resolved the same day, we expect the parties involved let the entire team know about the disagreement no later than 12:00 (12:00 PM noon) the day after the dispute begins. Even if the parties are not in agreement about the severity of the conflict and the need for escalating the dispute to the team level, we expect that at least one party escalates the conflict. Once a conflict is escalated to the team level, a team meeting will be held within forty-eight hours to resolve the conflict. This meeting will not be adjourned until a satisfactory resolution has been reached.

### 2.2 Work Quality, Quantity and Timeliness

We expect quality work from every team member. Everyone is expected to provide equal contributions to the project and to perform all aspects of their assigned role. For

example, one team member should not be investing over thirty hours into the project, while another team member only invests five. If a team member is feeling overwhelmed by the amount of project work that they have, we expect that individual to inform the team as to why he or she is feeling overwhelmed so that the team can adjust accordingly. We also expect each team member to be aware, to the best of their ability, of when other team members are feeling overwhelmed, regardless of whether or not that team member has explicitly stated that they are overwhelmed. Once aware of an overwhelmed team member, we expect the other team members to assist that team member in the most pragmatic and efficient way possible.

We expect “A” quality work at all times throughout the project. Everything must be completed on time and with visible effort (see *Table 3.1: Deliverable Due Dates*). We expect team members to pace themselves in order that they complete their work on time rather than at the last minute.

We expect that all successes and failures be acknowledged verbally. If a team member invests significant time and effort in their portion of the project, we expect the other team members to acknowledge and praise this effort. Conversely, if a team member submits low-quality work that does not meet team standards, we expect the team to have a discussion about the work, and we expect the offending team member to correct the issue and strive to prevent a similar issue in the future.

Throughout this project, it is imperative that we keep the team’s goals and each other’s goals in mind. (Refer to paragraph 1 of *2.4 Meetings* for details on one method we will use to achieve this goal.) While we all have other classes and responsibilities, we still expect every team member to fulfill our mission statement and invest a sizeable amount of time and effort into this project. Nevertheless, we expect team members to be understanding about other people’s lives and commitments, and we must do our best to work around these obstacles.

### 2.3 Decision Making Process

When making project decisions, we expect that the entire group is involved. However, team member’s expertise in the area (outlined in *4.1 Team Roles*) of the decision must be taken into account. For example, if it is a creative decision, the person in the creative role has greater influence over the decision. If there is no clear authority over the decision, we will collaborate and compromise to come to a mutually agreed upon decision. If a decision that satisfies all team members cannot be reached, then the majority overrules.

Once the team has reached a decision, that decision is final. Even if a team member disagrees with the decision, we expect that he or she abides by it and proceeds towards the goal set forth by the team.

## 2.4 Meetings

Team meetings are defined as any time when the team gathers to work on project-related tasks outside of normal EPICS class. Team meetings will begin with a reminder of the objective stated in *1 Team Objective* to help keep the time focused on our team's goals. All team meetings will end no later than 21:00 (9:00 PM) and will preferably be held on weekends or when everyone has time to meet. If a team member cannot attend a meeting, they must inform the group and give a reason for why they cannot attend. A team member can only miss a total of two meetings, and the reason they cannot attend must be valid (i.e. mandatory club meetings, family responsibilities, etc.).

In order make the most use of our time during meetings, we will decide upon, and enforce, a start and end time for every meeting. Before the meeting, the team will agree on a list of tasks we expect to accomplish in our time together. We will avoid distractions by only using phones, laptops, or tablets to further research aspects of our problem. If we complete our tasks before the agreed end time, we may leave early, thus providing an incentive to stay focused.

## 2.5 Communication and Collaboration

All team communication will occur via GroupMe to ensure that everyone is included and all team members are aware of what is going on. We expect team communications to be respectful and focused; non-project communications must be done outside of meetings and GroupMe communications.

All team files will be stored in the "EPICS Team Project" folder on Google Drive. Any auxiliary resources such as photographs will be placed in the "resources" folder. Collected data will be aggregated in a Google Sheets document. This structure will ensure that every member of the team knows where to find relevant documents.

All written reports for which collaboration is required will be made using Google Docs. Every team member will be able to edit any of the documents, but nobody can delete a document without approval from the rest of the team. If a team member wants to delete or change the meaning of a significant portion of a document, we expect that he or she consults with the author of the original content or, if it is unclear who the original contributor was, the entire team before making the change. All written reports will have a

page for signatures and before the assignment is submitted, all team members must sign their name on the assignment indicating that they approve of its contents.

## 2.6 Task Distribution

Tasks will be divided according to each team member's strengths. If it is not apparent who to assign a task to, the following process will be followed to assign the task:

1. All team members will have an opportunity to volunteer to complete the task.
2. If a team member does not have any assignment for the week, the task will be assigned to that team member.
3. If all team members already have an assigned task, the team will use a random process to determine who will take on the responsibility. Any team members who have been assigned a task by this random process in the past two weeks will be exempt from the random selection.

## 3. Team Assignment Due Dates

**Table 3.1: Deliverable Due Dates**

<b>Deliverable</b>	<b>Due Date</b>
Design Proposal	October 3
Project Plan	October 19
Testing Protocols with Safety Plan	October 19
Prototype Iterations	October 24
"Works-Like" Prototype	November 21
Final Design Report	November 27
Final Presentation	Week 16 (Date TBD)

## 4. Roles and Responsibilities

### 4.1 Team Roles

- Cade    Technology role, uses Solidworks and other technology to design, research, and create prototype and methods of presentation
- Cooper    Builder, helps construct a reliable, functioning prototype given our materials
- Lilli    Social aspect, contributes to the research in the community
- Lindsey    Creative role, designs prototypes and presentation, and keeps team organized
- Sumner    Leadership, holds team members accountable for deadlines and keeps focus in meetings

### 4.2 Responsibilities

If a group member does not fulfill their responsibility for the week, they must acknowledge the failure and take steps to correct the mistake. These steps include fixing the original problem and taking on another responsibility for the next week. We will try to avoid individual mistakes by giving the team progress reports of the timeline and quality of the task assigned. This way, the team will know when to expect each individual to finish and the level of effort put into the task.

## 5. Consequences

If a member of the team does something worthy of a consequence such as missing a meeting or not completing their assignment, they forfeit their right to choose their task for the upcoming week. This means that when the week's tasks are divided up between the team members, the recipient of the consequence will choose last. This last task will likely be the least desirable, so having to perform this task will likely be a sufficient consequence. This consequence is not too harsh, but it does inflict some pain on the offending party. If a

team member is issued a consequence, we expect that team member to correct his or her behavior promptly.

If a team member fails to correct his or her behavior and is issued a consequence a second time, we expect that team member to send an email to the entire team apologizing for his or her actions and promising to correct his or her behavior. We expect that the team member includes Professor Kousman as a Courtesy Copy (CC) recipient of the email.

In the event that a team member does not correct his or her behaviour and is issued a third consequence, we expect the team to set up a meeting with Professor Kousman to discuss potential options for further disciplinary actions within seventy-two hours. If the team member receiving the disciplinary action does not attend this meeting, that team member forfeits their right to represent themselves and must abide by any decisions made during the meeting.

Having consequences will ensure that all team members are completely dedicated to attending all the meetings and completing all their assignments and we believe that this structure is a good fit for our team.

## 6. Amending this Contract

In the event that an amendment must be made to this contract, team members must unanimously agree on the amendment. An amendment document must be written and signed by every team member for the amendment to be ratified.

## 7. Signatures

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Cooper Cordero

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Jonathan “Sumner” Evans

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Cade Nash

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Lindsey Nield

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Lillian “Lilli” Peters