TEMPLATE FOR TEAM CONTRACT
(there are 2 pages to this document)

ECE 3400, Semester # Fall 2019 Team # 9

Team Members:
1. **Alex Koenigsberger**
2. **Benjamin Xing**
3. **Jessica Tawade**
4. **Maia Mahanti**
5. **Daniel Perry**

Team Procedures

1. Day, time, and place for regular team meetings:
Kimball B11, Friday, Date, 11:15 – 12:05 PM. (We suggest allocating more time towards the end of the semester)

2. **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: **Group Chat**

3. Decision-making policy (by consensus? by majority vote?): **Consensus**

4. 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?): **The leader for the current lab will set the agenda the night before the meeting day. Team members will be notified/reminded of meetings through the group chat. Each member should be kept accountable for their actions and make sure that they are keeping themselves on track. The leader will make sure that the agenda is being followed in general.**

5. 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?): **Agendas, minutes, and other such materials will be kept in a shared Google Drive folder. In addition to a designated leader, we will also assign someone to take minutes for each period.**

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.?): **During team meetings we will set goals which will help to determine the quality of work and research that we are striving for as a team. Each team member must contribute their best work and do their best to attain these goals. All documents should be complete.**

2. Strategies to fulfill these standards: **Work should be reviewed by each team member before submission or presentation.**

Team Participation:

1. Strategies to ensure cooperation and equal distribution of tasks: **The leader will list out all tasks related to labs that need to be accomplished. These tasks can be outlined in the meeting agenda. During the meetings, members will give input about the tasks. Members can decide which tasks that they would like to work on and the leader will make sure that each member is getting an equal amount of work. If there is a task that multiple people want to work on, the team will have a discussion to figure out how everyone can contribute to the task or if resources (time, effort, etc.) should be allocated elsewhere.**

2. Strategies for encouraging/including ideas from all team members (team maintenance): **Keep everyone up to date on all tasks/the big picture; brainstorming sessions so that everyone's input is valued and included.**

3. Strategies for keeping on task (task maintenance): **Good communication as mentioned above so that each team member has an idea the others' progress will make it easier to keep ourselves and each other accountable for our work.**

4. Preferences for leadership (informal, formal, individual, shared): **Informal leadership; leader is responsible for keeping the team on track, but the other team members have a role in decision-making.**

Personal Accountability:

1. Expected individual attendance, punctuality, and participation at all team meetings: **Attendance should be upheld unless there are instances that a team member knows about in advance. If such an instance arises, the team member is responsible for letting the team know which meeting they will not be able to attend and the reason for the absence. The missing team member is responsible for keeping up to date on what they missed by reading through meeting notes and asking other team members for updates.**

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines: **Fulfilling assignments and timelines is 100% expected; if a team member is having trouble they should reach out to the rest of the team early.**

3. Expected level of communication with other team members: **Team members are expected to communicate frequently, informing the rest of the team on any information relevant to the completion of the project.**

4. Expected level of commitment to team decisions and tasks: **Full commitment expected.**

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: **Have a team discussion regarding the issue.**

2. Describe what your team will do if the infractions continue: **Talk to Professor.**

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:

(Lab 1, Milestone 1): **Maia**
(Lab 2, Milestone 2): **Jessica**
(Lab 3, Milestone 3): **Daniel**

(Lab 4, Milestone 4): **Ben**
(Competition, Final Report): **Alex**

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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) Jessica Tawade   date: 09/06/19

2) Maia Mahanti   date: 9/6/19

3) Alex Koenigsberger   date: 9/6/19

4) Benjamin Xing   date: 09/06/19

5) Daniel Perry   date: 9/6/19