

# TEAM 1 CONTRACT

ECE 3400, Fall 2018 Team 1

Team Members: Jason Russo, Grant Headrick, Manhal Bouarada, Beau Si

## Team Procedures

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Meet-up location: UH142, Friday 11.15-12.05pm, weekly. Open lab hours on Thursday at 6PM as needed.

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. *Slack group*
2. Decision-making policy (by consensus? by majority vote?):
  - a. *By consensus*
3. Method for setting and following meeting agendas (Who will set each agenda? When? How will team members be notified/remembered? 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. *We will agree on the agenda by consensus every weekly meeting for the following week.*
  - b. *The lab and meeting logistics will also be discussed during the weekly meeting.*
  - c. *The meeting agendas will be maintained by the group leader on Google Drive.*
  - d. *The leader will also be responsible for keeping the team on track and for achieving previously set goals in time.*
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. *The agenda and meeting minutes will be kept in a Google Drive folder.*
  - b. *The designated team leader will track and disseminate minutes on a Google Doc.*

## Team Expectations

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*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. *Each of us will produce the best work we can. If anyone feels overwhelmed with the amount of work, notify the team as soon as possible.*
2. Strategies to fulfill these standards: Minimize unfocused/ lounging time and try our best in everything we do.

- a. *At every Friday meeting, we will collectively review any completed or in progress work from the previous week. If any one member believes that something is not high enough quality, the whole team will discuss and decide on a course of action.*
- b. *Go into team meetings with an agenda and feasible set of goals to achieve. The agenda for the following week will be set during the Friday team meetings.*

*Team Participation:*

1. Strategies to ensure cooperation and equal distribution of tasks:
  - a. *We will make sure that we as a team work as a unit. However, if we decide that it is easier or more efficient to split into sub-teams, then we will allow smaller subsets of our team to work on specific sections of the project.*
  - b. *Clear communication of problems and needs with each other will aid in cooperation.*
  - c. *The team will decide as a group how to fairly split up the work. We will rely on our group's collective decision making to ensure equal distribution of work.*
2. Strategies for encouraging/including ideas from all team members (team maintenance):
  - a. *We encourage brainstorming. There are no bad ideas, and we should be open to hearing all ideas without discouraging or shooting others down.*
  - b. *We should be quick to listen, and decide as a group whether or not to go through with the new proposed ideas.*
3. Strategies for keeping on task (task maintenance):
  - a. *Having a set agenda going into each meeting along with a set of tasks and goals to achieve.*
  - b. *Ensure the task and deadline associated with it are feasible and manageable.*
  - c. *Having a fun time is allowed, but make sure that it does not inhibit our work.*
4. Preferences for leadership (informal, formal, individual, shared):
  - a. *Informal shared leadership*
  - b. *Everyone will have a voice in what we decide to do.*

*Personal Accountability:*

1. Expected individual attendance, punctuality, and participation at all team meetings:
  - a. *If the group decides to meet, please be considerate and show up on time/ within a reasonable grace period of ten minutes.*
  - b. *If unable to attend, inform the rest of the team as soon as possible.*
  - c. *If you are aware that you may be a little late, inform the team as soon as possible.*
2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
  - a. *We will set reasonable deadlines and goals for said deadlines. If a member feels like he cannot reach the goal in the allotted time, then the member should communicate as early as possible if he needs help.*
  - b. *All assignments should be done to the best of the team member's ability.*
3. Expected level of communication with other team members:
  - a. *Be transparent and honest with needs, deadlines, mistakes, or anything else. Good communication is key to help effectively move forward with the robot despite the inevitable hiccups that will occur.*
  - b. *The team will be supportive towards all communication.*
4. Expected level of commitment to team decisions and tasks:

- a. *Be mindful of your schedule and do not commit to a task that you may not have the time for.*
- b. *During team meetings, an agenda will be assigned and members will be expected to give their best effort to the task they agree to work on.*
- c. *During busier weeks (e.g. prelim weeks) it is okay to take on a lighter workload in order to not overload oneself.*
- d. *Try to take on a little more of the project during lighter weeks to help out members who may have a busy week.*

#### *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. *We will handle infractions by addressing the issue during the weekly meeting or during lab.*
  - b. *We will give honest feedback and constructive criticism to make sure that the same infraction is not repeated.*
2. Describe what your team will do if the infractions continue:
  - a. *We will collectively decide a plan of action such as contacting the TA's.*

## Team Leadership

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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:

Week 1-4 (Start-up, Lab 1, Milestone 1): Manhal Bouarada

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

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

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

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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) Jason Russo, date 8/31/2018
- 2) Grant Headrick, date 8/31/2018
- 3) Manhal Bouarada, date 8/31/2018
- 4) Beau Si, date 8/31/2018