

## **Project Deliverable A**

**Team Contract, Client Meeting Preparation and Project Management Skeleton**

**GNG 2101 – Intro. to Product Dev. and Mgmt. for Engineers**

## **Team Contract Instructions**

Your team contract template is divided into three major sections:

1. Establishing team procedures
2. Identifying expectations
3. Specifying the consequences for failing to follow these procedures and fulfill these expectations

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**: (a) specify each task as detailed as possible, (b) specify each step in a procedure or process as detailed as possible, (c) specify the exact person(s) responsible for each specific task, and (d) specify the exact time and exact place for completion or submission of each task. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Use the Team Contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of your finalized contract on Brightspace.

Once your team contract has been developed, your team is ready to begin work on the project. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as it should, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Seek guidance from your TA or professor to resolve any conflicts as soon as possible if your team cannot resolve the issues on its own. Do not be afraid to seek help if necessary. The goal is to have the most positive team experience possible.

## **TEAM CONTRACT**

**GNG2101, Section # B00**

### **Team Members:**

- 1) Fdaa Alhalaki
- 2) Abdulmalek Housroum
- 3) Sophie Kim
- 4) Gisela Rachel Suriawidjaja
- 5) Maya Buduru

### **Suggested Projects:**

1<sup>st</sup> choice: Mouse Click Buttons

2<sup>nd</sup> choice: \_\_\_\_\_ N/A \_\_\_\_\_

3<sup>rd</sup> choice: \_\_\_\_\_ N/A \_\_\_\_\_

<b>Team Procedures</b>
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1. Day, time, and place for regular **team meetings**:

Friday after lecture at 5:30pm, in-person, on-campus

Or

Wednesday at 1pm, online

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Blackboard Discussion Board, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

In-person meetings for in-depth discussions, WhatsApp group chat for announcements & reminders, Google Docs for group writing assignments

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

By majority vote.

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?):

Reminder-person: Fdaa

Note-taker during meeting: Rachel's

Schedule-overseer: Maya

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?):

Note-taker (Rachel's)

## 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.):

**Presentations:** Clearly communicate the functionality, installation and design process. It needs to emphasize the accessibility and user friendliness of the product using clear visuals and good structure.

**Writing:** Our documentation needs to be concise, thorough and consistent with involvement from all team members equally. We need to ensure that guidelines and specifications are as clear and detailed as possible to avoid any miscommunication.

**Individual Research:** Each team member needs to have an equal part in research to contribute to the project, with topics in assistive technologies, input devices, mounting objects, and safety standards.

**Preparation of Drafts:** Drafts need to be peer reviewed consistently to ensure accuracy, clarity and feasibility

**Peer Reviews:** There needs to be 360 constructive peer feedback to make sure that the project meets the standards for our and the client's product objective.

2. **Strategies** to fulfill these standards:

**Regular Team Meetings:** Set up regular meetings to check up on progress, review any bugs and make sure everyone is aligned to the project's and role's goals.

**Collaborative Platforms:** Use online tools where we can see updates from each member's ends, to be able to do real time feedback and contributions.

**Clear Role Distribution:** Assign equal roles depending on the skill set and interest that the group member has, ensuring everyone knows their responsibilities.

**Peer Review:** Implement a structured peer review skeleton and process to allow improvement and revision.

**Prototype Testing:** For every stage, do testing to ensure that there are no bugs before we move on to the next building implementation.

## **Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

Assign clear responsibilities to each member to avoid confusion and task duplication. When everyone knows their specific role, it fosters better cooperation. Make sure the entire team understands the overall objective, as this creates a unified vision and purpose for the group.

2. Strategies for encouraging/including ideas from all team members (team maintenance):

Foster an inclusive environment where everyone feels safe to share ideas, use structured methods like brainstorming and round-robin sharing, and actively acknowledge all contributions. Rotate roles to ensure balanced participation and encourage diverse input.

3. Strategies for keeping on task (task maintenance):

To keep a team on task, set clear objectives, create a detailed plan, and use project management tools to track progress. Regularly monitor updates, encourage accountability, and address issues quickly.

4. Preferences for leadership (informal, formal, individual, shared):

Informal shared is what we agreed on as we all have to find a way to work things out that will suit everyone in the team.

### **Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

The team members are expected to attend all meetings and actively participate in discussions and decision-making. Attendance is expected to be 100%. Expect in case of emergencies or unavoidable conflicts. In such instances, providing advance notice to the team is crucial, ensuring that any missed responsibilities are promptly addressed and managed to minimize disruption to the project's progress.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Each team member is expected to complete their tasks with high quality and professionalism, ensuring they align with the project's goals. Meeting timelines and deadlines is essential for keeping the project on schedule. If any challenges or delays arise, they should be communicated to the team right away so adjustments can be made to avoid project delays.

3. Expected level of communication with other team members:

Effective and timely communication is vital to the team's success. Members are expected to provide regular progress updates through designated channels such as WhatsApp and email, ensuring transparency and alignment. Any potential delays or issues that could affect the team's progress must be communicated promptly to enable proactive problem-solving and adjustments. Additionally, members should remind each other of upcoming deadlines to ensure tasks are completed on time.

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

All team members are expected to support and adhere to collective decisions, demonstrating full commitment to their assigned roles and responsibilities. Flexibility and adaptability are essential for maintaining effective collaboration and ensuring continuous project progress, particularly in response to changes or unforeseen challenges.

<b>Consequences for Failing to Follow Procedures and Fulfill Expectations</b>
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1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

We will first try to solve any infractions internally by communicating as a group, and being honest but respectful when voicing out concerns. We will discuss to clearly identify the issues causing the conflict and come up with appropriate solutions.

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

If infractions continue and get out of hand, we will seek the advice of PMs and TAs.

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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.*

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|------------------------|--------------------------|
| 1) Sophie Kim          | date: September 11, 2024 |
| 2) Abdulmalek Housroum | date: September 13, 2024 |
| 3) Fdaa Alhalaki       | date: September 13, 2024 |
| 4) Maya Buduru         | date: September 13, 2024 |
| 5) Rachel Suriawidjaja | date: September 13, 2024 |

\* This template was adapted from

[https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team\\_Contract.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)

#### A.2 Client Meeting Preparation:

1. Summarize the things that you know about your client based on the project description provided on Brightspace.

Already has a joystick to move their cursor, but needs buttons for the mouse clicks. The buttons need to be securely mounted for easy access, but it has to be able to be removed, cleaned, and installed seamlessly. Connection options are bluetooth and or USB.

2. Make a list of all the things you don't know about your client, but which you think would help you in better understanding their problems, limitations, frustrations, desires, and needs.

- Different levels of hand dexterity: do they have different strength and range of motion that could affect the process of pressing the buttons? Or physical limitations such as unintentional movements (tremors) that could create accidental clicks?
- Button style preference: Is there a preference for the placement, size, texture? Is soft touch buttons better, or tactile, clicky buttons would work better?
- User's tech proficiency: How comfortable is the user with setting up the devices via bluetooth or USB? Are there any physical limitation factors?

3. Describe the tools and methods you plan to use while interviewing and empathizing with your client, based on what you have seen in the course so far or other tools/methods you think could be effective.

- Be aware of any preconceived ideas or knowledge I may have. Instead, pay attention to the client without being eager to judge.
- Learn to read facial expressions and other non-verbal cues that may suggest inconsistencies
- Use language that is easy to understand; avoid technical jargon.
- Give undivided attention to the client, reduce disruptiveness of behavior or environment.
- Take notes, especially of strongly asserted suggestions or demands.



- Ask “why,” to understand the reasoning behind their preferences or demands, to understand the problem fully.
- Ask neutral questions; do not corner clients to give certain answers.
- Have a positive/understanding attitude, so that clients feel comfortable sharing their thoughts.

4. Create an interview guide. You can use suggestions provided in the lecture or in the “Customer Interview Template” provided on Brightspace.

Rough Interview Schedule/ “Path” (duration and basic activities/question areas):

1. (10 minutes): Get an overview of what the client envisions for the product
2. (8 minutes): Empathize with the client’s needs and the reasonings behind them
3. (15-20 minutes): Clarify the functional requirements
4. (10 minutes): Clarify the non-functional requirements/preferences
5. (5 minutes): Wrap up, ask any remaining questions/comments

Specific Questions (order can be adjusted to maintain ‘natural’ conversation flow):

1. Please describe your expectation for the product.
2. Have there any specific problems that the customer base for this product face with the current mouse clickers in the market that brought about the need for a new clicker?
3. How does the current joystick look like & function?
4. We have read that the target customers for this product are those who use wheelchairs. In designing this product, are there certain specific motor disabilities that should be considered?
5. (follow-up) Are there other specific limitations or restrictions we should be aware of during development?
  - cost of manufacturing,
  - durability
  - compatibility with different types of wheelchairs
  - electronic connections
  - distance between mouse & computer to decide chord length
  - water-proofing
6. Do you have preferences for the aesthetical design aspects (Shape of buttons, color etc.)
7. Are there any standards in the market that must be met? (but have some research done already)
8. What is the expected lifespan of the product, and how often do you anticipate it will need to be maintained or serviced? (for durability requirements and maintenance expectations)

Gantt Chart (as of Sept 14):

