

TEAM CONTRACT

GNG2101, Section # A2

Team Members:

- 1) Elsa Lange
- 2) Connor Harper
- 3) Matt White
- 4) Tahmeed Khan
- 5) Bradley Cole

Suggested Projects:

1st choice: Remote Braking System

2nd choice: Lap Tray With Recessed Tablet Holder

3rd choice: Accessible Appliances

Team Procedures

1. **Day, time, and place for regular team meetings:**

Regular team meetings will commence on Saturdays at 4:00 pm EST via Discord or in person whenever applicable. Laboratory time will be used for in

person meetings. Additionally, if need be individual meetings will be done for subteams to be scheduled by themselves.

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:

Text messages via an appointed Discord server. Voice communications where in person activities are not possible or not appropriate will also be held via an appointed Discord server. Email can also be used to substitute or supplement messaging VIA Discord.

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

Decision making will be conducted via group discussion through discord, followed by a group vote. The majority vote will be followed through. The group shall prioritize opinions of those who are more experienced in a relevant field while considering everyone else's opinion.

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?):

Connor will be responsible for managing meeting times and dates and coordinating with team members to ensure everyone is able to attend and contribute to each meeting. Future meeting agendas will be created at the end of each meeting with the collaboration of each team member. Brad will be responsible for keeping the team on track of the meeting agenda by keeping a list of the meeting goals and ensuring that all points are completed by the team members by the end of the meeting.

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?):

Matt will be primarily responsible for recording and keeping track of minutes discussed during meetings. The minutes will be disseminated through Discord channels created for each meeting date. Any text conversation during the meeting would be time stamped in said channel. Before each meeting, a list of topics that are planned to be discussed will be listed in the channel, and will generally be the first post. After each meeting, all important topics will be summarized and clearly defined, generally the final post in the channel. Attendance will be taken via messaging at the start of each meeting within the subsequent channels.

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.):

We will strive to attain the highest possible quality of work whilst keeping in mind that each team member has other obligations outside of GNG2101. We will ensure that each team member puts forth an appropriate amount of effort and time compared to their peers and that no one person puts significantly less or more time/effort into each project.

2. Strategies to fulfill these standards:

An agenda will be made for each meeting. Brad will facilitate the meeting according to the agenda and assure that the group completes its required weekly task within the allotted time of the meeting. Along with this Wrike Event Calendar will be utilized to ensure that all members of the project group can see what needs to be completed between meetings. Furthermore, media such as Discord will allow the group to communicate between meetings.

Team Participation

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

Tasks will be assigned based on individual skills, experience, and interest. We will discuss during our meetings how the work is best distributed, and team members will come to a general consensus about the weight of distributed tasks.

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

Ensure that representation of all group members ideas and works are included within meeting discussions and agenda tasks. The leader of the meeting will keep track of those who have contributed the most/ least and encourage those who have not contributed as much to share their ideas.

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

The leader of the meeting will monitor the general chatter and communications of the meeting and ensure that the general discussion stays on topic with the agenda points for that given meeting. *Outside of group meetings, each team member will be responsible for keeping focus on and completing tasks individually.*

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

Connor will manage the general meeting schedules and make sure all members attend meetings. Elsa will manage the contents of the meetings themselves, ensure that the meetings stay on task, and that everyone is present and contributing during each meeting. Connor will act as a “technical lead” where if the team is split on an idea and cannot come to an agreement on the best way forward he will make the deciding vote.

Personal Accountability

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

Everyone is expected to attend every meeting except if they provide an appropriate excuse ahead of time (generally 1 hr+).

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

Everyone is expected to complete their portion of the task by the current time and is expected to complete the task to an acceptable standard of quality. Group members are expected to complete their portion of the deliverable by Wednesday, the day before the deliverable is due.

3. Expected level of communication with other team members:

Communication to all members of the team can occur at any time via Discord channel messages, therefore the level of communication will always be high.

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

Each team member is expected to adhere to general team decisions and complete tasks. Should they need to adjust their workload, they shall arrange it with the group during meetings or through texts on discord.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, how you would handle infractions of any of the obligations of this team contract:

In the event that a member of the group fails to complete a task assigned to them, or misses meetings without valid reason, a meeting will be held with said member to discuss why the member has failed to do their part. A success plan will be made that takes the members' problems/issues into account.

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

In the event that the member continues failing to complete their jobs or attend meetings, the TA will be notified by the group, detailing what the infraction has been.

- 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) Elsa Lange, date: Sept. 13, 2021

2) Bradley Cole, date: Sept. 13, 2021

3) Tahmeed Khan, date: Sept. 13, 2021

4) Matt White, date: Sept. 13, 2021

5) Connor Harper date: Sept. 13, 2021

Wrike Update

GNG 2101 Project • Elsa L. +3

