

Team Contract

GNG 1103, Section F2

Team F24

Team Members:

- 1) Abdula Saleem
- 2) Elshad Tuyghun
- 3) David Ulak
- 4) Bryan Kamga

Team Procedures:

1. Saturdays at 4 pm on CRX's fifth floor. More can be scheduled if necessary through WhatsApp.
2. Preferred method of communication is the WhatsApp group chat.
3. Decisions will be made by a majority vote. In the event of a tie, a third party (Professor or TA will make the final decision)
4. To keep the team on track, we will set goals that must be accomplished within an allocated time. The team will collaborate on setting the agenda during the Saturday meetings. Team members will be notified of pending tasks through WhatsApp and Wrike and the team will hold each other accountable for following the agenda.
5. Elshad will be responsible for disseminating minutes. They will be stored on a computer and on a shared document with the group. Elshad will be writing events as the meetings are in progress with the help of other group members. This responsibility can be switched if both team members involved agree.

Team Expectations:

Work Quality

- 1) The quality of work will be up to standards with the class expectations and attempt to emulate a professional business setting.
- 2) Strategies to fulfil the standards will be achieved through editing and revision of soon-to-be-presented work. As well as draft mock-ups and the encouragement of peer reviewing team members' work.

Team Participations

- 1) Each member will receive tasks more pertinent to their degree (Chemical engineers focus on battery while mechanical engineers focus on the design). Work will also be distributed evenly to each member of the team and team members will hold each other accountable for getting work done.
- 2) Each team member will be specifically asked for their input on the project and the task at hand. Small conflicts will be resolved by voting and no ideas will be unheard. The team will consider every idea to possibly incorporate into the project.
- 3) Reminders will be set, and current tasks will be discussed during class and team meetings. Deadlines will be set so tasks do not go uncompleted for too long.
- 4) The leadership will be informal and shared amongst team members.

Personal Accountability

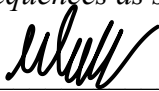



- 1) Team members will always be expected to attend meetings unless a good reason is given such as appointments or events that cannot be rescheduled (family visitation).

- 2) The team is expected to always complete work on the said timeline and meet deadlines. Especially so if the team is counting on the said member to finish their task so that the project can continue.
- 3) The expected level of communication with team members is frequent. Especially around deadlines when one team member might need the help of another.
- 4) Every team member is expected to commit themselves to the task they chose or were assigned. They are expected to ask a team member for help and follow through on their tasks if they cannot complete them on their own.

Consequences for Failing to Follow Procedures or Fulfil Expectations

- 1) If an infraction occurs team will speak with the member that failed to deliver on the expectations.
- 2) If the infractions continue a TA or professor will be notified and repercussions will occur based on their decision.

- a) *I participated in formulating the standards, roles and procedures as stated in this contract.*
- b) *I understand that I am obliged 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)  date 01/21/2023
- 2)  date 01/21/2023
- 3)  date 01/21/2023
- 4)  date 01/21/2023