

GNG 2101[D]
Project Deliverable A:
Team Contract, Client Meeting Preparation and Project
Management Skeleton



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1.0 Introduction

In this deliverable, a team contract was made and signed by all group members detailing a team code of conduct and work commitment guidelines. Additionally, a project management skeleton was created using Wrike and team members were assigned to tasks throughout the semester. Due dates were assigned to tasks and milestones were implemented. Lastly, an interview plan for the client was made.

2.0 Team Contract

2.1 Contract Overview

The Team Contract details a team code of conduct. It outlines expected work behaviors, skills to accomplish work in a timely manner, and potential consequences if the team code of conduct is not followed.

2.2 Team Procedures

2.2.1 Day, Time, and Place for Regular Team Meetings

Meetings will be weekly on Monday at 17h00, basement of Colonel By/ online MS Teams

2.2.2 Preferred Method of Communication

MS Teams will be the primary method of communication.

2.2.3 Decision Making Policy

Decisions will be made by majority vote, a tie breaker is made by flipping a coin.

2.2.4 Method for Setting and Following Meeting Agenda

The agenda will be decided in the group chat before meeting time. All members of the group will be responsible for making sure the team stays focused and all necessary agenda items are met. Team members will provide reminders to each other to stay on task.

2.2.5 Method of Record Keeping

Kathryne Truong will keep meeting minutes. The meeting minutes will be uploaded to the MS teams for all team members to access.

2.3 Work Quality

2.3.1 Project Standards

Each member will attempt to do the best work for the individual in the given time restraints.

2.3.2 Strategies to Fulfill These Standards

Time management standards will be critical to fulfilling these standards; a responsibility to complete individual pieces before the deadline. Take initiative of your own work for the sake of the group.

2.4 Team Participation

2.4.1 Strategies to Ensure Cooperation and Equal Distribution of Tasks

Tasks will be divided based on the group members' skill sets. Notify the group within 24 hours if you are unable to attend the weekly meeting.

2.4.2 Strategies to Encouraging/Including Ideas from All Team Members

All group members will contribute one idea per section of the project (or as needed).

2.4.3 Strategies for Keeping on Task

There will be an end time agreed upon at the start of each meeting. The group will also lay out what should be accomplished by the end of the meeting before the meeting begins.

2.4.4 Preferences for Leadership

There will be a shared leadership role, however if things are not working out a leader will be voted for by the group.

2.5 Personal Accountability

2.5.1 Expected Individual Attendance, Punctuality and Participation for All Team Meetings

Make as many appearances as possible. Try to be punctual, if someone can't be present at the beginning, please inform the team in advance. At least a few ideas should be thrown out at each meeting; the more ideas are the better!

2.5.2 Expected Level of Responsibility for Fulfilling Team Assignments, Timelines and Deadlines

Each member will stick to the deadlines set out by the group/course, if the member is unable to meet these deadlines, they will let the group know ahead of time.

2.5.3 Expected Level of Communication with Other Team Members

Everyone will talk during the team meetings. Will have the responsibility to notify others if something isn't working ASAP or when they complete the project.

2.5.4 Expected Level of Commitment to Team Decisions and Tasks

Tasks will be equally distributed and done to the best of the individual's abilities.

2.6 Consequences for Failing to Follow Procedures and Fulfill Expectations

2.6.1 Handling of Infractions to Team Contract

The group will approach the person to give friendly reminders and light pushes, support the person where you can.

2.6.2 Plan if Infractions Continue

If infractions continue, the group will notify the project manager/TA for advice/guidance, perhaps ask them to talk to the individual(s). The group will also mark accordingly during the peer review.

2.7 Team Members Agreement to Contract

- 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) Kai Ly | date 01/14/23 |
| 2) Kathryne Truong | date 01/14/23 |
| 3) Yuteng Li | date 01/14/23 |
| 4) Ani Preedom | date 01/14/23 |

3.0 Wrike

The Wrike plan was updated to include assignments, milestones, and due dates. [Click here for a link to the Wrike.](#)

4.0 Interview Plan

4.1 Project Interview

1. 20 Minutes: Previous Experiences
 - a. Tell us about how using a wheelchair affects your daily life.
 - b. What type of wheelchair(s) do you have?
 - c. What are the common struggles for reaching the backpack?
 - i. Please tell us about your range of motion.
2. 30 Minutes: Current Solution
 - a. At this point in time, what/who do you rely on to access your items?
 - i. Is there a current product on the market which you currently use that you enjoy?
 - ii. What don't you like about other solutions on the market?
 - b. Can you walk us through how you currently access your items?
 - c. Does the backpack have to go on the back of the wheelchair?
 - d. What type of bag do you use? Should this be adaptable to different types of backpacks?
 - e. What did you like/not like about the previous solutions?
3. 20 Minutes: Client Wants
 - a. Where would you like your bag to be so that it's easy to access?
 - b. How many times per day (approximately) do you need to access your bag?
 - c. Do you worry about the security of your bag? If so, what type of system would you like to keep it safe.
 - d. What do you typically keep in your bag?
 - e. What type of controls would be easiest to use?
 - f. How fast do you typically need access to your bag?

5.0 Conclusion

In this deliverable, a team contract was made. A Wrike was conceptualized and populated with due dates and milestones. Then, an interview plan was set out for the first client meeting.