

**Project Deliverable A: Team Contract and
Project Management**
GNG 2101 – Intro. to Product Dev. and Mgmt. for Engineers

Faculty of Engineering – University of Ottawa

Objective:

As a team, review and complete the team contract questions and
individually sign it and create a task-based plan using Wrike.

GNG 2101: Section C 02 - Winter 2022
Group 2.4

TEAM CONTRACT

GNG2101, Section C 02

Team Members:

- 1) Avery Lai
- 2) Kenneth Lorbetskie
- 3) Dongyu Wang
- 4) Zhema Wen

Suggested Projects:

Dynamically Polarizing Glasses

Wrike Planning

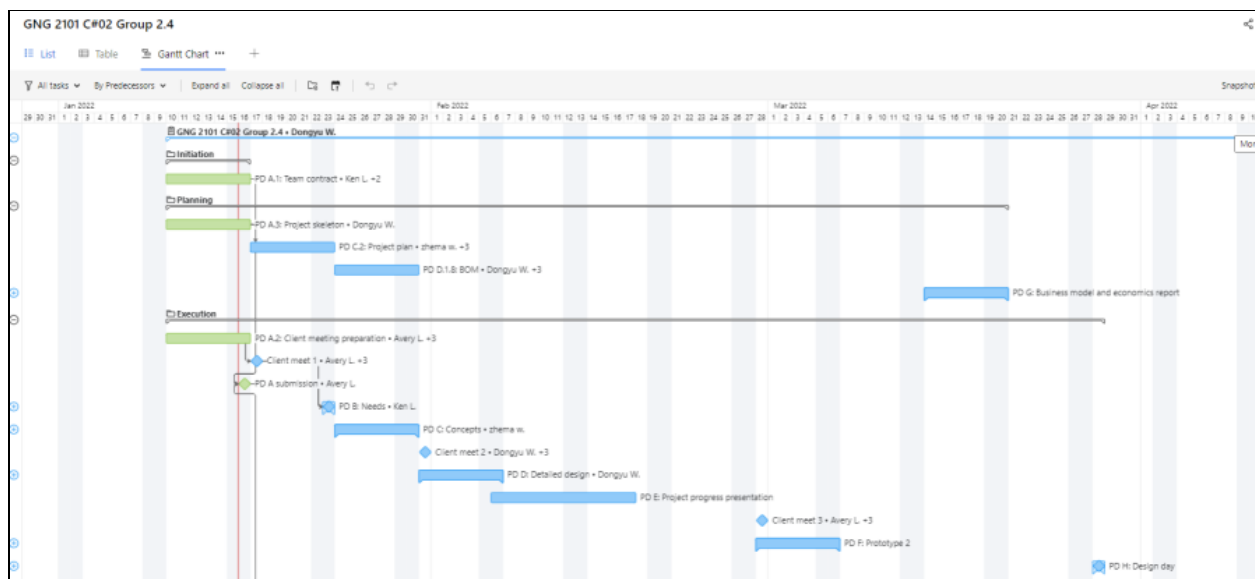
A team Wrike project with all the important dates and deadlines for the course has been set up and all team members are in the group.

Each deliverable has been assigned a task leader, which rotates through each deliverable. This task leader is in charge of ensuring that the task is completed on time and will be the one who submits it.

Here is a view into our Wrike plan:

	Title	Assignee	Status	Start date	Due date	Duration	+
1	▼ GNG 2101 C#02 Group 2.4	Dongyu Wang	New				
2	▼ Closing						
3	PD I: User manual		New	04/04/2022	04/10/2022	7d	
4	PD J: Final presentation		New		04/05/2022		
5	▼ Execution						
6	PD A.2: Client meeting preparation	Avery Lai, Dongyu Wang, Ken Lorbe...	Completed	01/10/2022	01/16/2022	7d	
7	PD A submission	Avery Lai	Completed		01/16/2022		
8	Client meet 1	Avery Lai, Dongyu Wang, zhema we...	New		01/17/2022		
9	> PD B: Needs	Ken Lorbetskie	New		01/23/2022		
12	> PD C: Concepts	zhema wen	New	01/24/2022	01/30/2022	7d	
15	Client meet 2	Dongyu Wang, zhema wen, Ken Lor...	New		01/31/2022		
16	> PD D: Detailed design	Dongyu Wang	New	01/31/2022	02/06/2022	7d	
22	PD E: Project progress presentation		New	02/06/2022	02/17/2022	12d	
23	Client meet 3	Avery Lai, Ken Lorbetskie, zhema we...	New		02/28/2022		
24	> PD F: Prototype 2		New	02/28/2022	03/06/2022	7d	
29	> PD H: Design day		New		03/28/2022		
34	▼ Initiation						
35	PD A.1: Team contract	Ken Lorbetskie, Avery Lai, zhema wen	Completed	01/10/2022	01/16/2022	7d	

Monitoring and Control						
PD A quality check	Avery Lai	Completed	01/11/2022	01/16/2022	6d	
PD B quality check	Ken Lorbetskie	New	01/17/2022	01/23/2022	7d	
PD C quality check	zhema wen	New	01/24/2022	01/30/2022	7d	
PD D quality check	Dongyu Wang	New	01/31/2022	02/06/2022	7d	
PD D project plan update	Dongyu Wang	New	01/31/2022	02/06/2022	7d	
PD E quality check		New	02/07/2022	02/17/2022	11d	
PD E project plan update		New	02/07/2022	02/17/2022	11d	
PD F quality check		New	02/18/2022	03/06/2022	17d	
PD F project plan update		New	02/18/2022	03/06/2022	17d	
PD G quality check		New	03/07/2022	03/20/2022	14d	
PD G project plan update		New	03/07/2022	03/20/2022	14d	
PD H quality check		New	03/21/2022	03/30/2022	10d	
PD I quality check		New	03/31/2022	04/10/2022	11d	
PD J quality check		New	03/30/2022	04/05/2022	7d	
PD J project plan update		New	03/30/2022	04/05/2022	7d	
Planning						
PD A.3: Project skeleton	Dongyu Wang	Completed	01/10/2022	01/16/2022	7d	
PD C.2: Project plan	zhema wen, Avery Lai, Ken Lorbetski...	New	01/17/2022	01/23/2022	7d	
PD D.1.8: BOM	Dongyu Wang, zhema wen, Ken Lor...	New	01/24/2022	01/30/2022	7d	
PD G: Business model and economics report		New	03/14/2022	03/20/2022	7d	



Team Procedures

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

We agreed to meet on Tuesdays 2:30 PM to 4 PM (in-person or online). The meetings are subject to change depending on group members' schedules. Additional meetings will be scheduled as needed.

2. Preferred method of **communication**:

We will use Discord for text-based communication, Zoom for team meetings, Google Drive for creating deliverables and Wrike for project management.

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

Our decisions will be made by consensus since our group is small. If the votes are 2 to 2, it is a tie, which will not be useful. Thus, consensus is more helpful to make all members agree on the ideas or project plan.

4. Method for setting and following meeting **agendas**

Generally, the agenda is set by the course schedule and the team leader of our group. The leader will be rotated weekly. Particularly, Week 1 is led by Avery; Week 2 is led by Kenneth; Week 3 is led by Zhema; Week 4 is led by Dongyu. Also, the team leader for each specific week will submit the deliverable for the group.

The team leader is responsible for synthesizing the weekly agenda and notifying the team via Discord about the meeting and its topic.

There will be meeting notes for each meeting, handled by the team leader. The leader is responsible for moderating the weekly meeting and ensuring that all of the agenda items are discussed.

5. Method of **record keeping**

The meeting record will be written on Google Docs, which is saved and shared on Google Drive. For those that missed a meeting is responsible to catch up and ask questions to other group members for clarification when needed.

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.):

Our team is striving to achieve an A+ in all of the deliverables. As a result, team members are expected to have thorough knowledge of the materials. Group members are expected to explain their individual work to other team members. In order to prepare for presentations, everyone is expected to contribute on Google Slides (PPT) and practice presenting.

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

We will distribute the work evenly among team members, so that everyone contributes to the project. This will save time when completing the deliverables and allow us to review each other's work. The peer review process that we conduct will let each team member evaluate each other's work and leave constructive feedback to help improve the quality of the overall project.

Check Brightspace and each deliverable's instructions

Team Participation

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

Our weekly (Tuesday) planning meeting will allow us to discuss our upcoming deliverables and understand the work required to complete them. In these meetings, we will be able to distribute the work evenly among the team members. These meetings will also give everyone a chance to raise questions. Group members are allowed to ask for help when they cannot finish their tasks due to exams from other courses or illness.

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

We will ask each team member to contribute ideas when brainstorming ideas. We are expected to treat each other with respect when we do not agree on the topics or ideas.

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

The team leader will create an agenda in advance of the meetings. In addition, all group members should read the deliverable outcomes / instructions before or during the team meetings. During the meeting, the team leader will be responsible that all of the agenda items are discussed/completed during the meeting.

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

We have chosen to pursue a shared leadership strategy. We picked this strategy because it will put less pressure onto a single individual leader. By rotating the designated leader on a weekly basis, each team member will have the chance to create meeting agendas, keep meetings on track, and submit deliverables.

Personal Accountability

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

All members are expected to be present and on time for the team meetings with the exception of sickness or any other valid reason for absence.

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

Group members should finish their tasks on time and not affect dependent subtasks.
The deliverables should be submitted at least 30 minutes before the deadline.

3. Expected level of communication with other team members:

Communication should be frequent between the team members, so that everyone is engaged in the project. Whenever the team is working on a deliverable, we should discuss any concerns or problems that are encountered so that they can be resolved quickly.

4. Expected level of commitment to team decisions and tasks:
Everyone should discuss their thoughts during meetings.

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:

Our policy will be to hold a group meeting in order to understand why the infractions are occurring. We can give two warnings to a group member when they fail to follow the procedures or expectations.



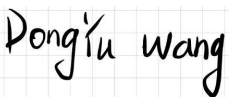
2. Describe what your team will do **if the infractions continue**:

If the fractions continue, other members of the team will seek assistance from the project manager.

- 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.*

Signatures -----

Date: January 15 / 2022

Avery Lai: 	Kenneth Lorbetskie: 
Dongyu Wang: 	Zhema Wen: 