

Team Contract

GNG 1103A Lab 2

Group 13

Team Members:

- Brendan Sommers
- Juncheng Mo
- Andy Dai
- Zehua Dang
- Kevin Mungai

Team Procedures:

- 1. Day, time, and place for regular team meetings:**
 - a. Tuesday 10 AM @ CRX
- 2. Preferred method of communication**
 - a. E-Mail
 - b. WhatsApp
- 3. Decision-making policy:**
 - a. Thinking through problems and all possible solutions before deciding on the best solution by consensus vote.
- 4. Method for setting and following meeting agendas**
 - a. Ideally the group will use Google Calendar, Trello or any other calendar application that can be shared across multiple devices and send reminders to group members.
 - b. At each meeting group members should have a list of topics to discuss and to ensure that each is touched upon during the meeting (within time restraints).
- 5. Method of record keeping**
 - a. One member will be assigned the role of 'Team Lead' which will hold the administrating duties and will ensure that the team's progress is in-line with our plans.

Team Expectations:

6. Work Quality

- a. Project Standards
 - i. The final product completes its intended purpose
 - ii. Benefit public/environmental safety and well-being
 - iii. Reliable: will be able to be reused more than once
 - iv. It will be useful for the people using it
 - v. Aesthetically pleasing, easy to use and understand the user interface
- b. Strategies
 - i. Thoroughly testing all contingencies
 - ii. Crash-testing all mechanical parts to ensure longevity

7. Team Participation

- i. Strategies to promote cooperation and equal distribution of tasks Team Lead who assigns tasks to members based on their skills and interests
- ii. Assigning more than one person to a task in order to reduce the pressure on a single person
- iii. Prioritizing a task if the person assigned is unable to complete it by the deadline
- b. Strategies for including ideas from all members
 - i. Asking members about their ideas
 - ii. Being clear about goals and purpose allows for a clearer idea of the project
 - iii. Create an idea bank that allows for the group to go back and continue to build on previous ideas as a group
 - iv. Be clear that all ideas are welcomed and encourage bold ideas that may inspire the rest of the group
 - v. Strategies for keeping on tasks
 - vi. An agenda which specifies tasks that need to be completed and how long they should take
 - vii. Helping group members if they become overwhelmed with their task
- c. Preferences for leadership
 - i. Informal role of Team-Lead that can easily be exchanged between team members
 - ii. Preferably the member the most experienced with large projects, equipment or the skills required for the project (I.e.: coding)

8. Personal Accountability

- a. Expected individual attendance, and participation at all meetings:
 - i. Team Members should attend all meetings and lab sessions
 - ii. If a member is unable to attend, they must make the rest of the team aware of this ahead of time with a reasonable explanation
- b. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - i. Members will be assigned deadlines for their progress based on their personal estimates

If they need help completing the task on-time they should tell the Team-Lead or a member who is able to help

- c. Expected level of communication with other team members
 - i. Team members should use the appropriate messaging application for all important information
 - ii. Team-Lead should clearly announce to others when and where the team meetings will take place if rescheduled
- d. Expected level of commitment to team decisions and tasks:
 - i. Since decisions are made in a democratic and informed manner, members are expected to respect the decisions unless a *crucial* oversight is made
 - ii. Assignments to tasks should be taken with an open mind
 - 1. However, if members are incapable of completing a task they should speak with the acting team-lead

Consequences for Failing to Follow Procedures and Fulfill Expectations:

- 9. Describe, as a group, how you would handle infractions of any of the obligations of this team contract:
 - a. Decisions for infractions will vary based on severity
 - b. Team member will be notified of the infraction and warned not to repeat it
- 10. If Infractions continue
 - a. If the team member continues to ignore the warnings of the fellow team members and continues to work uncooperatively the TA or Lab Administrator will be notified

- 1) I participated in formulating the standards, roles, and procedures as stated in this contract.
- 2) I understand that I am obligated to abide by these terms and conditions.
- 3) I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1) Brendan Sommers / September 19th 2019

2) Andy Dai / September 19th 2019

3) Zehua Dang / September 19th 2019

4) Juncheng Mo / September 19th 2019

5) Kevin Mungai / September 19th 2019