

TEAM CONTRACT

ECE 3400, Fall 2017 Team Overbuilt and Underpaid

Team: Nicolas Casazzone, Ryan Hornung, Alicia Coto, Ben Roberge, Raul Pacheco

Team Procedures

- All meetings and lab days must be attended by all members of the group. Meetings and lab days will be Fridays, from 12-1:30pm. Members must give a 24 hour notice if they can't attend.
- A task will that can be done outside of the meeting will be set aside in case a member is absent, and assigned to them. Such as writing part of a lab report, or uploading documents to the google drive and/or website.
- When making decisions, majority rules. All members may make their case for their particular idea before a decision is made.
- The scribe will keep track of meeting minutes. If someone is late to the meeting, they must then take on the responsibility of being scribe next session.
- All members must check the groupme regularly (respond to any necessary messages within 3-4 hours.)

Meeting Time: Friday during and after lecture (11:15am - 1:30pm), and possibly additional days decided via WhenIsGood

Roles:

Team Leader- Responsible for keeping the team on track of completing assignment for the week.

Scribe- Will record the meeting minutes and document any necessary photos and information during the labs

Web Developer- In charge of monitoring and updating the website as the labs progress

Positions will be rotated weekly to fairly distribute the work among members (rotations are done in alphabetical order).

Team Expectations

Work Quality

- All new code needs to be reviewed by at least one other person (including additions to the website)
- All work must be completed by the deadline set out by the team.
- Consequences for failing to meet deadlines or attend meetings include serving as the scribe and/or additional duties by updating the website.
- All files should be uploaded to the Google Drive folder or git repo to make access simple

Strategies to fulfill these standards:

Team Participation:

- Current Team Leader will be responsible for equally distributing tasks amongst team members
- Any team member will be allowed to make proposals regarding the project at scheduled team meetings and must be heard out by the team
- Project decisions will be made on a majority rules basis at team meetings
- Team Leader will be responsible for ensuring all members remain on task and on schedule
- Team members agree to seek out help from other members or at office hours if they need help completing one of their tasks

Personal Accountability:

1. **Expected individual attendance, punctuality, and participation at all team meetings:** If anyone is late to a meeting or lab session they are responsible for being the scribe the next session. 24 hour notice is required if someone cannot attend a team event.
2. **Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:** All members must meet deadlines set out by the team.

3. **Expected level of communication with other team members:** Respond to any messages within 3-4 hours (or the next morning if messages were sent late at night.)
4. **Expected level of commitment to team decisions and tasks:** All members must vote for all decisions made by the team. All members contributing about equal amounts of work and should always have a task they are working on for the project.
5. **How should a team member catch up if they have to miss a meeting:** Members should read the meeting minutes and ask a teammate if they have any questions.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. **Describe how, as a group, you would handle individuals who do not live up to this contract:** We shall hold a group meeting to confront the issue.
2. **Describe what your team will do if these infractions continue:** If the problem persists Kirstin will be notified. If the rest of the team members unanimously agree, the team member in question's name will not be placed on the final project.

Team Leadership

Every person on the team will have to take the role as a leader for at least two weeks. The role of the leader will be to organize meetings and make sure that everything is submitted in a timely manner. [Here](#) are some hints on what the leader should do. Please note here who will be responsible when:

Aug 28th - Sep 15th (Lab 1, work on lab 2): Alicia Coto

Sep 16th - Sep 29th (Lab 2, Milestone 1 and 2): Ben Roberge

Sep 30th - Oct 20th (Lab 3, work on lab 4): Nicolas Casazzone

Oct 21st - Nov 3rd (Lab 4 and Milestone 3): Ryan Hornung

Nov 4th - Nov 17th (Milestone 4): Raul Pacheco

Nov 18th - Dec 5th (Final competition and deadline for the website): Alicia Coto

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- I participated in formulating the standards, roles, and procedures as stated in this contract.
 - I understand that I am obligated to abide by these terms and conditions.

- I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

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| 1. Nicolas Casazzone | date: 9/1/2017 |
| 2. Alicia Coto | date: 9/1/2017 |
| 3. Ryan Hornung | date: 9/1/2017 |
| 4. Ben Roberge | date: 9/1/2017 |
| 5. Raul Pacheco | date: 9/1/2017 |