

Team Contract

Section 1: Team Name and Mission

Cyber Crew

Our mission is to create a miniscule automated assembly line.

Section 2: Membership

Team Members:

1. *Mark Leitner*
2. *Iulian David*
3. *Abdul Alhajeri*
4. *Faihan Aldouser*

Mentor:

Ankit Gupta

Section 3: Roles and Responsibilities

Faihan Aldouser will be in charge of the budget. He will update the budget, as well as order items necessary for the project.

Iulian David will be the primary client contact. He will be the main person to ask the client questions or any concerns with the project, as well as update the client on our progress.

Abdul Alhajeri will be in charge of team meetings. He will make sure we are all there and reschedule meetings if necessary.

Mark Leitner will be in charge of the team documentation. He will keep all files public through the team, so that each member has access to the documents.

The team will decide in the future through a vote if other roles are required.

Section 4: Team Relationships

Members will provide clear and reasonable explanation of their ideas. Members should give for each idea suggested their feedback. This is a team project, not an individual project.

Section 5: Joint Work

5a. Purposes of Joint Work

Members will generate new ideas and respect them. Members will keep communication at the highest level. Absolutely all team members should participate in analysis.

Members will NOT leave tasks half finished. It is not acceptable to take any actions which other team members don't know about. Members will not participate in any action which might cause a safety concern.

5b. Team Meetings

Meetings will take place at 12:30 Wednesdays in the design suite

The agendas for these meetings will consist of old business, new business, questions for client, and a progress update.

Mark will take meeting minutes and distribute them via email to the entire team.

Section 6: Individual Work

Work assignments will be made through team decisions. Each member has their strengths and is expected to volunteer to participate in their strong suits.

As previously stated, members of the team shall not leave unfinished work. If help is required, members are expected to seek it.

Due dates will be established in meetings and through the class itself. We will establish goals for each grouping of processes.

Work in progress will be a topic in our weekly meetings.

Section 7: Documentation and Communication

Each Team Member should have a log book where the following will be registered: date, name of working part of project, thoughts, ideas, brainstorming, questions and calculations.

Team documentation will include (but not limited to) meeting minutes and agendas, budget, team contract, etc.

The communication with other team members will be provided through e-mail group, especially for small things. The greatest discussion will be during the meeting and all necessary questions must be already inserted in individual log books.

Once in a week-two weeks, we will provide the feedback about our project progress to our client. All questions from each member should be combined and visualized during team meeting and only after filtering questions we can establish the meeting with client or outside stakeholders.

Section 8: Conflict Resolution

Conflicts will be addressed by majority vote. If a tie is in place, we shall ask the client what is preferred.

Team Dynamics will be communicated to instructors/mentors through team meetings as well as this contract.

Section 9: Amendments

Every member will keep a copy of this contract in their personal log book.

The contract will be reviewed once a month, or more if deemed necessary.

If amendments shall be necessary, the group must unanimously agree on the change, and a new contract shall be printed and placed into individual log books.

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name Signature Date
