

Team Contract

Section 1: Team Name and Mission

- What is your team name?
Fifteen Hundred Dollar Shave Club
- What is the mission of your team in 1-2 sentences?
Our mission is to create a production ready smooth arthroscopic shaver, capable of robust sterilization and prepared for animal testing.

Section 2: Membership

- Who are the team members?
Jett Murray (208.851.1092, murr4204), Maclean Landis (208.570.3851, land8003), Ryan Crowell (530.220.4922, crow9963), Lucas Dibelius (208.412.1292, dibe8921)
- What consultants/mentors/instructional staff are associated with this team?
Lead Instructor: Dr. Perry, Mentor: Nawafleh, Client/Consultant: Dr. Hiller

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
Ryan Crowell
- Who will be the primary client contact?
Jett Murray
- Who will organize team meetings?
Team member primarily, Jett Murray secondary
- Who will be in charge of keeping team documentation?
Jett Murray
- What other roles are critical to team success?
Scheduler: Ryan Crowell
Portfolio: Maclean Landis
Wiki: Lucas Dibelius
Lead Instructor Coordinator: Maclean Landis
- How will roles be selected/assigned?
Discussion at team meetings
- What are the key responsibilities associated with each role?
Client Contact: representative of group, informant on progress, consultant for design specifications
Budget Manager: track budget expenses, advise financial decisions, carry out formal bid process through UI purchasing, liaison to department administrative assistant
Team Recorder: keep accurate minutes and team documentation of progress for each meeting, create and distribute agenda
Scheduler: identify deadlines and milestones, track progress in comparison to schedule and recommend corrective action
Portfolio: compile and manage all portfolio information to be given to client and presented at completion of course
Wiki: compile notes and document progress on group wiki page
Lead Instructor Coordinator: contact lead instructor regarding progress and questions about project

Section 4: Team Relationships

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will...
Communicate quickly about team meeting times and general questions
Follow through with assigned work by the requested due date or notify otherwise as soon as possible
Maintain accountability between members including rational discussion of contributions
- Members will NOT ...
Belittle creative ideas during brainstorming and problem solving
Schedule conflicts over established meeting times
Use budget without team approval

Section 5: Joint Work

5a. Purposes of Joint Work

- Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- Members will...
Work equivalently to complete assignments
Notify if work cannot be completed as soon as they are aware
- Members will NOT...
Lie about the progress of ongoing work

5b. Team Meetings

- Team meetings are an important example of working together.
- Where and when will the team meet?
General Meeting: 4:45-6pm on Tuesdays (Zoom or appropriate lab if necessary), Lab time: 9-10:20am on Tuesdays and/or Thursdays in necessary space (Zoom or the appropriate lab), other times by request
- What components are required in team meeting agendas?
Tasks to be completed during meeting time
- How will meeting minutes be taken/circulated?
Jett Murray will document meeting minutes and email them to the group after each meeting

Section 6: Individual Work

- Team members are expected to work alone in many cases to complete work important to the team.
- How will work assignments be made?
Equal work will be distributed among team members
Assignments will be assigned at the end of each team meeting with an assignment description and due date specified
- How will quality expectations be established and verified?
Quality will be established via S Drive communication and nonaffiliated confirmation of completion
- How will due dates be established and verified?
Due dates will be established at the end of each team meeting and confirmed in comparison to the expected schedule/milestone markers
- How will status of work in progress be communicated?
Via S Drive excel sheet and color-coded organization

Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
- What individual documentation will be kept?
Logbook documentation
- What team documentation will be kept?
Meeting minutes, group wiki, portfolio, meeting agendas
- What is the process for communicating with other team members?
For nonproduct specific information, we will communicate via text message group
Regarding anything of product documentation, we will communicate via email
- What is the process of communicating with your client/outside stakeholders?
Client communication via Client Contact, primarily email with meetings if necessary

Section 8: Conflict Resolution

- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- What process will be used to address conflicts?
Open and honest communication between team members, respectful dialogue
Review discrepancy as group and navigate to best conclusion
- How will team dynamics be communicated to instructors/mentors?
Via Team Contract and Lead Instructor Coordinator communication

Section 9: Amendments

- Where will this team contract be kept?
S Drive
- How often will the contract be reviewed?
Contract will be reviewed when any team member requests, can only be changed during a team meeting upon request
- How can the contract be amended?
Amendments require 3-member approval

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
Jett Murray	<i>Jett Murray</i>	9/8/2020
Macleon Landis	<i>Macleon Landis</i>	9/8/2020
Ryan Crowell	<i>Ryan Crowell</i>	9/8/2020
Lucas Dibelius	<i>Lucas Dibelius</i>	9/8/2020