

# SCADA Control Team

## Team Contract

### Section 1: Team Name and Mission

The team name will be the SCADA Control Team

The mission of the team will be to complete senior design tasks as required and to complete the design to the satisfaction of the client

### Section 2: Membership

The team members are:

Hui Ma

Xiang Chen

Ziang Xu

Kevin King

Dr. Feng Li is the primary instructor for the course, but this team will primarily deal with the mentor, Hussain Beleed. Dr. Brian Johnson is part of the instructor staff as well as the primary client.

### Section 3: Roles and Responsibilities

Xiang is in charge of the budget

Kevin is the primary client contact

Hui will organize team meetings

Ziang will be in charge of keeping team documentation

As the team learns more about what the project entails, other critical positions will be created through team discussion

### Section 4: Team Relationships

Members will be supportive and truthful.

Members will not insult each other or ignore input of other members.

### Section 5: Joint Work

#### 5a. Purposes of Joint Work

Members will let team know if they need help or are falling behind on work

Members will not keep work from team

#### 5b. Team Meetings

Currently, the team will meet in the classroom in Living Learning Community 7 at 12:30 on Thursdays

Team members must show up to meeting familiar with agenda and with questions ready to be asked

Meeting minutes will be taken by Ziang and will be circulated through email afterwards

## Section 6: Individual Work

Team assignments will be made by discussion and on what team members are currently working on

Quality expectations will be set by team discussion and verified by team review

Due dates will be set by team discussion and enforced at team meetings

Status of work will be communicated in team meetings and team group chat

## Section 7: Documentation and Communication

Individual documentation will be kept on all individual work

Team documentation will be kept on all team work

Team communication will be done through email and team group chat

Client communication will happen through primary client point of contact using email and in person visits and by the preferred method of the client

## Section 8: Conflict Resolution

Conflicts will be addressed through team discussion

Any issue that can not be resolved by team discussion will be communicated to team mentor

## Section 9: Amendments

This team contract will be kept by each team member

This contract will be reviewed as needed

The contract can be amended after discussing and receiving approval of the team

## 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
Ziang Xu	Ziang Xu	6 Sep 2018
Hui Ma	Hui Ma	6 Sep 2018
Xiang Chen	Xiang Chen	6 Sep 2018
Kevin King	Kevin King	6 Sep 2018