

PREW Generation Team Contract

Section 1: Team name and Mission

- What is your team name?
 - Our team name is “PREW Generation”.
- What is the mission of your team ?
 - Our mission is to create a fully automated system to acquire measurements from a 20KVA synchronous generator under Transient conditions.

Section 2: Membership

- What are the team members?
 - Abdulwahab Aljabrine
 - Roger Xia
 - Elliott Sher
 - Preston Wu
- What consultants/mentors instructional staff are associated with this team?
 - Dr. Brian Johnson, Hussain Beleed, Dr. Feng Li

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
 - Roger Xia
- Who will be the primary client contact?
 - Abdulwahab
- Who will organize the team meetings?
 - Abdulwahab
- Who will record the meeting minutes?
 - Elliott
- What other roles are critical to team success?
 - Researchers
 - Everyone will take part in research as a weekly task
 - Coordinator with experts
 - Abdulwahab will do this
- How will roles be selected/assigned?

- Based on individual interest & individual ownership.
- What are the key responsibilities associated with each role
 - Primary client contact: The responsibilities associated with this role is to understand the client requirements, and make sure to address all questions and needs between the client and the team.
 - Organize team meetings: The responsibilities associated with this role is to manage effectively time to schedule a meeting.
 - Researcher: The responsibilities associated with this role is to search and learn a technical subject to help us perform a configuration, test, or measurement.
 - Coordinator with expert (such as Master or PhD students): The responsibility associated with this role is to contact the expert person and ask his/her assistance in the particular task.

Sections 4: Team Relationship & Joint Work

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will:
 - Engage, ask, be active, communicate well, share responsibilities, take ownership, and provide critical feedback
- Members will not:
 - Ignore messages, be disrespectful, provide an incomplete share of work.

Sections 5: Team Meetings

- Team meetings are an important example of working together.
- One meeting every Thursday 1:30PM in the Guass Johnson ECE conference room with consultants/instructional staff
- One extra meeting (at least) every week (time and place varying)
- Meetings will consider the status of the project, new discoveries regarding the project, existing problems, and potential solutions.
- One member will ask questions and present a powerpoint and two members will record answers and draw important sketches during the meeting.

Section 6: Individual Work

- Team members are expected to work alone in many cases to complete work important to the team.
- Every weekly meeting we will assign weekly tasks for each member.

Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievement, while also communicating needed information to one another and key project stakeholders.
- Each person is responsible for documentation of individual work.
- Team documentation includes the portfolio, the wiki, the meeting minutes, and other electronic files.
- Communicate with team members will be done in meetings and on WhatsApp.
- Outside communication with the client will be discussed at meetings.

Section 8: Conflict Resolution



- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- Conflicts will be addressed with team members before being taken to the lead instructor.
- Team dynamics can be discussed at weekly instructor meetings or individually.

Section 9: Amendments

- The contract will be stored to the team Google Drive and Preston will make a backup in our portfolio.
 - Folder:
<https://docs.google.com/document/d/13ERMIVfZFRd3cQrrFi4j81JnWzGDt-yeOrx1AAgL7NY/edit?usp=sharing>
- The contract can be edited during meetings as problems arise or as we see fit in accordance with the project.

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
Abdulwahab Aljabrine		9.10.2018
Elliott Sher		9.10.2018

RenJie Xia (Roger)		9.10.2018
ZhenWei Wu (Preston)		9.10.2018