

Team Contract

Antikythera Reengineered

Section 1: Team Name and Mission

What is your team name? **Antikythera Reengineered**

What is the mission of your team in 1-2 sentences? **Refine Alex's project, get it functioning properly and make it look good for display.**

Section 2: Membership

Who are the team members?

- Levi Vogel, Shane Stoke, Mshari Aldossary, Rakan

What consultants/mentors/instructional staff are associated with this team?

- Alex will be the stakeholder, along with Sarah as the project mentor and Dr. Beyerlein will be overseeing the entire project as it progresses.

Section 3: Roles and Responsibilities

Who will be in charge of your budget? **-Rakan**

Who will be the primary client contact? **-Levi**

Who will organize team meetings? **-Mshari**

Who will be in charge of keeping team documentation? **-Shane**

What other roles are critical to team success? **Each team member should be constantly checking with each of the team members on their progress or if they need any help to ensure accountability across the team.**

How will roles be selected/assigned?

Through a team meeting each position was selected based on member preference.

What are the key responsibilities associated with each role?

Budget: Will need to keep track of part/material purchases, receipts, how much of the budget is left, and how to wisely spend our budget.

Client Contact: Will need to be in constant contact with the project stakeholder to ensure expectations on design and time frames are being met.

Team Meeting Organizer: This role will require communication with the entire team to create useful and productive meeting times for each team member.

Team Documentation: This role will require recording of progress and action items for each of the team meetings, as well as organizing associated computer files in the project folder.

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 ideas and progress with other members as well as be productive inside and outside of team meetings.

Members will NOT, be impossible to contact in regards to team meetings or out of meeting communication.

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 take in account the work load placed on each member, will work productively with other members as well as show general respect for other members at all times.

Members will NOT... refuse to work with any team members, take priority over other members.

5b. Team Meetings

Team meetings are an important example of working together.

** Where and when will the team meet?*

During the week at the assigned class times, as well as other agreed upon meeting times that will accommodate each team member evenly.

** What components are required in team meeting agendas?*

Action Items: Things that will be done or taken care of during the meeting.

Next Team Meeting times/Future planning

** How will meeting minutes be taken/circulated?*

The team organizer will record meeting times during team meetings. This will be changed each meeting if necessary.

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?*

During the team meetings when action items are being decided upon, they will also be assigned to an individual or a couple of team members through team discussion.

** How will quality expectations be established and verified?*

These will be largely monitored and checked with the main project stakeholder Alex, as well as the project mentor Sarah.

** How will due dates be established and verified?*

These will come through team discussion with the project stake holder.

** How will status of work in progress be communicated?*

The team will create a project schedule in excel to update action item progress at each team meeting.

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?*

Logbooks will be kept by each team member to record meeting notes, deadlines and goals.

** What team documentation will be kept?*

The team schedule will contain all project action item due dates as well as their progress. This will be kept on a folder in the shared drive along with any other part files or write ups.

** What is the process for communicating with other team members?*

The team as gathered all members phone numbers and created a group message, direct to each members phone. We are also in a group e-mail with the project stakeholder Alex.

** What is the process of communicating with your client/outside stakeholders?*

This will be done through e-mail as well as in person during class times and established meeting times.

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?*

Team Discussion

** How will team dynamics be communicated to instructors/mentors?*

It is not expected to have any team dynamic issues. Each member seems motivated and to contribute well. We hope to only need to verbally communicate good team dynamics.

Section 9: Amendments

** Where will this team contract be kept?*

This will be stored in our team folder "Antikythera Reengineered" on the shared drive.

** How often will the contract be reviewed?*

The contract will only be reviewed in the event of a team dynamic issue, i.e. a member not contributing

** How can the contract be amended?*

The contract could be amended at a team meeting with all members present and in agreement.

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