

Capstone Design Team Contract

I. TEAM NAME AND MISSION

Team name: Skiddadle

Mission: We seek to design an effective and fully functional rear driven track for the Clean Snowmobile Challenge Team. This design is hoped to be implemented on the snowmobile for use during the 2020 competition.

II. MEMBERSHIP

The team members for this the Summer Fall 2019 Capstone Design are: Adam Thurgood, Saleh Alkhathami, and Omar Ruiz. During the fall semester the team will experience the addition of team members Brannon Hudson and Thomas Entwit. These two members will continue to develop the project through to the competition during the spring semester. Associated with the capstone design, Dr. Steve Beyerlein in the lead instructor, with Zach Hacker as the graduate student mentor. Associated with the Clean Snowmobile Challenge Team the client is Dr. Dan Cordon, with Steve Gasseling as a secondary contact he being one of the team captains.

III. ROLES AND RESPONSIBILITIES

The roles and responsibilities associated with the capstone design have been assigned by members volunteering. Team member in charge of budget and purchasing, Saleh. Team member tasked with client contact, Adam. Team member who is wiki-master and will organize team meetings, Omar. Team member in charge of keeping team documentation including keeping meeting minutes, Adam. Any other roles and/or responsibilities the team sees necessary to add and assign will be volunteered for similar to the primary responsibilities.

IV. TEAM RELATIONSHIPS

AS AN ENGINEERING PROFESSIONAL ON THIS TEAM I WILL...

- Be tactful and honest in giving feedback, and open-minded towards new ideas.
- Take responsibility for my actions and be a trustworthy teammate.
- Proactively and resourcefully accept tasks and execute decisions.
- Attend all CSC team meetings during the fall semester.

AS AN ENGINEERING PROFESSIONAL ON THIS TEAM I WILL NOT...

- Drop the ball on assignments, leaving tasks incomplete.
- Freeze others out of decision-making opportunities that will affect project outcomes.
- Assign blame to others, contributing to negative team energy.
- Be apathetic toward producing a high quality product in a timely manner.

V. JOINT WORK

PURPOSES OF JOINT WORK

Team members will work together to establish collective goals, produce decisions, and work on products that advance teamwork and project success. In accordance with the school's requirements for working on the snowmobile, no team member is to physically work on the snowmobile by themselves. Any physical work will be coordinated with the team, instructor, and mentor during the team meeting times. The purpose of joint work is to further project learning for all members of the team, to maintain safe work practices, and insure any mistakes made can be caught and rectified in a respectful and timely manner. Any further training pertaining to the snowmobile will require individuals to work with senior members, captains, and/or instructors with direct connection to the snowmobile team.

TEAM MEETINGS

Team meetings are an important example in improving team cohesiveness. The team meetings will happen on a weekly basis and has been scheduled for Tuesday's at 11a.m. in the senior design suite in Gauss Johnson. The team meeting will consist of dialogue, led by Omar, concerning the progress team members have made in their assignments, problems encountered during work and how they will be resolved, and action items needing to be assigned and accomplished. All of these items discussed, and the design decisions made will be documented in Adam's log book, and an email will be sent, same day, to all via the team email.

VI. INDIVIDUAL WORK

Team members are expected to work alone in cases where more than one team member is unnecessary. These assignments will be made during team meetings. The quality and expectations of such assignments will be established and verified via a check and balance system meaning all members will check each other's work, provide feedback, and offer assistance. Due dates for action items will be established during team meetings. The progress and quality expectation of tasks will be verified via email and group texts. For assignments whose due date is longer than one week a follow-up will occur every team meeting until the due date.

VII. DOCUMENTATION AND COMMUNICATION

The team will maintain timely and accurate documentation of individual and collective achievements, while also communicating needed information to one another and key project stakeholders. Individual documentation will be kept within each team member's logbook. Team documentation will be gathered and organized into the team project portfolio following CSC protocol. As stated multiple time before, all communication between team members, instructors, and clients will primarily occur via email. The team has agreed to also have a text message group chat for quicker information exchange. In addition, when the

team has questions for the client they will be invited to the team meetings, and additional meetings can be set up if necessary.

VIII. CONFLICT RESOLUTION

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved. The process to resolve such conflicts will follow the mentioned check and balance system. Team members will present their opposing ideas, the team will discuss the pros and cons of each, and will work toward a combined resolution. Should further instruction be necessary the lead instructor and/or the student mentor will be asked to step in and help the team reach a solution. Team conflicts may also be brought up during team meetings to get instructor input.

IX. AMMENDMENTS

This team contract will be kept within the team file on the shared drive and a physical copy will be kept within the team portfolio and brought to ever team/instructor meeting. It may be reviewed and revised as many times as necessary to ensure team cohesiveness and project success. Each time and amendment is made, a note of the amendments author and the date of the amendment will be recorded at the end of this document.

Amended By:	Reason	Date
Adam Thurgood	Grammatical fixes, Team roles updated	6/25/2019

X. AFFIRMATION OF COMPLIANCE

Name	Signature	Date