

Team Contract

Section 1: Team Name and Mission

- A. Mean Clean Water Machine
- B. Our mission is to successfully fulfill the client's requests to the best of our abilities, conduct ourselves professionally, gain beneficial knowledge and skills, and show respect towards each other and our correspondents.

Section 2: Membership

A. Team Members:

- Dylan Kirkpatrick
- Phillip Hagen
- McKenzie Walquist
- Courtney Wanke

B. Consultants, Mentors, and Instructional Staff:

- Dr. Dev Shrestha (Instructor)
- Jacob Miller (Mentor)
- Dr. Gregory Moller (Consultant)
- Martin C. Baker (Consultant)

Section 3: Roles and Responsibilities

- A. Phillip Hagen will be the primary overseer and manager of the budget and related documents, and he will maintain the budget spreadsheet 12 hours within purchase of an item.
- B. Courtney Wanke will be the primary client correspondent, and she will answer and record questions and concerns of both parties and coordinate meetings.
- C. McKenzie Walquist will be the primary team meeting organizer, and she will draft and distribute meeting agendas at least 12 hours before each meeting.
- D. McKenzie Walquist will also be the primary team documenter regarding team records and she will create and post team meeting minutes within 48 hours of each meeting. In addition, all team members will upload their own contributions to the OneDrive folder and will also assist in Portfolio creation and documentation where needed.
- E. Dylan Kirkpatrick will create and assemble/ acquire team drawing package and final poster, and he will also lead in assembly and manufacture of components and project throughout the duration.
- F. Further roles and responsibilities will be determined and assigned during weekly team meetings from present forward. Duties will be selected on a volunteer basis initially, and leftover tasks will be delegated as seen fit depending on skills/ area of study with consideration of workload of each member.

Section 4: Team Relationships

- A. Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- B. **Members will:**
 - Respond promptly to correspondence from other team members.
 - Communicate openly and consistently with team.
 - Complete tasks within desired time-frame agreed upon in meetings, or request extensions appropriately ahead of deadlines.
- C. **Members will not:**
 - Make large decisions for the team without team consent.
 - Get hit by a bus.

Section 5: Joint Work

5a. Purposes of Joint Work

- A. Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- B. **Members will:**
 - Team members will have a basic understanding of each component of the project.
 - To gain understanding, all team members will share and explain their portion of the project to others.
- C. **Members will not:**
 - Plagiarize work from others.
 - Exclude other members from portions of project, nor withhold project-related information from team members.

5b. Team Meetings

- A. Team will meet on Thursdays from 3:00 pm to 3:30 pm in the Senior Design Suite (GJ104), unless otherwise noted. Wednesdays at 3:00 pm will also be kept available for additional meetings as needed. Alternative meeting places are the ECE Conference Room (GJ 218) and the BE Conference Room (EP 413).
- B. Team Meeting Agendas should include attendees present, summarization of previous meetings, updates on assigned tasks/ progress reports, upcoming dates and deadlines, future assigned tasks/ next steps for team, budget report (as applicable), and questions and concerns posed at meeting.
- C. Meeting minutes will be recorded during team meetings, and McKenzie will digitize and upload the meeting minutes to the OneDrive shared folder.

Section 6: Individual Work

- A. Work assignments will be delegated during meetings and will be decided by team members.
- B. Quality expectations will be dictated and verified by clients and team members and will be discussed by team before beginning tasks.
- C. Due dates will be established and reiterated at team meetings during progress reports.
- D. Status of work and progress will be communicated at meetings during progress reports.

Section 7: Documentation and Communication

- A. The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- B. Individuals are responsible for documenting any personal project-related work (included but not limited to research, questions, thoughts, sketches, ideas, designs, and tasks).
- C. Team documentation will include meeting agendas, minutes, and a compilation of individual documentation as needed.
- D. Team members will communicate via text messages, e-mails, team meetings, and progress reports, and will respond to these in a timely manner.
- E. Clients/ Outside Stakeholders will be communicated with via e-mails and in-person/ scheduled meetings.

Section 8: Conflict Resolution

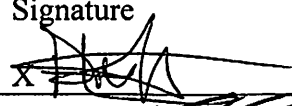

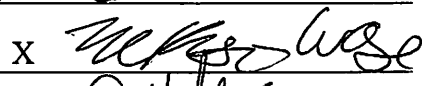

- A. Process used to resolve conflicts will be pool noodle fights, nerf gun wars, water gun fights, and/ or team meetings with all members present. Issues will be addressed internally and will be out-sourced if a resolution cannot be reached.
- B. Team dynamics will be communicated to instructors/ mentors via updates at team meetings, and conflicts will be brought to their respective attention if they are unable to be resolved within the team.

Section 9: Amendments

- A. Team contract will be uploaded and kept in shared team OneDrive folder. Copies will be available upon request from Courtney Wanke as well.
- B. Contract will be reviewed as needed (typically following conflicts or questions about conduct).
- C. Contract may be amended through majority team vote at team meetings (3/4 majority), and/ or via client complaint reviewed by 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
Phillip Hagen	X 	6 September 2018
Dylan Kirkpatrick	X 	6 Sept 2018
mckenzie walquist	X 	9/6/18
Courtney Hauke	X 	9/6/18