

Team Contract

Section 1: Team Name and Mission

We are Team DoubleExotic. Our mission is to reverse engineer, document, and research a single cylinder, 4-stroke engine for use in the Formula Hybrid SAE competition.

Section 2: Membership

The team members are Alex Fraser, Alex Martonick, Alex Wright, and Freddy Mark. Our lead instructor is Edwin Odom.

Section 3: Roles and Responsibilities

Alex M will be in charge of the budget, Alex W. will be the primary client contact. Freddy will organize the team meetings. Alex F. will be in charge of keeping team documentation. To ensure the proper progress of our roles, each member will report the current duties and accomplishments they have made at every team meeting.

Section 4: Team Relationships

To ensure the team maintains a strong relationship during this project, each team member agrees to address any issues they might have to the team member in question. Should such a problem occur that the team member is unable to individually resolve a conflict, the problem will be taken to the team as a whole to determine the proper course of action.

Section 5: Joint Work

5a. Purposes of Joint Work

Team members will work towards a common goal in the course of this project. Members will work together to accomplish tasks that are in the best interest of the team's goals.

5b. Team Meetings

The team will meet in the senior design suite at 11:30 am Monday through Thursday unless class meets during this time. The team will discuss current work, status report, future goals, and the schedule. Alex F. will take meeting notes.

Section 6: Individual Work

For most individual work, team members will volunteer to take the assignment. If no one does volunteer, to do a part of the project the team will agree on who will do it based on availability and expertise. The master schedule will keep the team on track, and the schedule will be hosted online.

Section 7: Documentation and Communication

Team members will record any individual work in their logbooks, and will present any important information during the team meetings. Any questions concerning the project will be brought up with the team. Any communications between the client, suppliers, or other stakeholders will be recorded and maintained in the team binder.

Section 8: Conflict Resolution

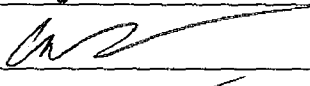
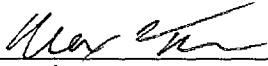
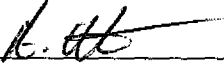
The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved. Any conflicts will be resolved with the entire team, if there is such a situation where the team conflict cannot be resolved, assistance will be asked from either the mentor or the lead instructor.

Section 9: Amendments

The team contract will be kept and maintained by Alex F. Should an amendment to the contract be required, the team will hold a vote, requiring a majority vote of 3/4 to amend.

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
Alex Wright		June 16, 2016
Alexander Fraser		June 16, 2016
Alex Martonick		6/16/16