

Team Contract Fish-Vac

Section 1: Team Name and Mission

- What is your team name?
 - Fish-Vac
- What is the mission of your team in 1-2 sentences?
 - Create new method for mass vaccination delivery with increased uptake for juvenile salmonids.

Section 2: Membership

- Who are the team members?
 - Ben McBride
 - Khari Amos
 - Cody Gibson
 - Hasan Alajmi
- What consultants/mentors/instructional staff are associated with this team?
 - Ken Cain
 - Dr. Mathew Swenson
 - Max Johnson

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
 - Ben
- Who will be the primary client contact?
 - Khari
- Who will organize team meetings?
 - Ben
- Who will be in charge of keeping team documentation?
 - Cody
- What other roles are critical to team success?
 - Other communications (Materials and Instructors) – Khari
 - Solid Modeling – Hasan
- How will roles be selected/assigned?
 - Group discussion
- What are the key responsibilities associated with each role?
 - Most are self-explanatory, but specifically the ones we added:
 - Solid Modeling – will be in charge of all solid models before submission, this way we can ensure consistency in numbering schemes and structure.
 - Communications – We have selected Khari to be in charge of communications, this way we can have one main point of contact with instructors and sponsors to ensure we do not create confusion with all team members reaching out.

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... Treat each other with equal respect, fulfil all of their roles and responsibilities to the best of their capabilities, Work as a team and focus on open communication throughout the progression of the project
- Members will NOT ... Put down other team members, or their ideas, Team members will focus efforts on the agreed upon design to achieve the main goal.

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... Work towards the overall goals of the project
- Members will NOT... Shut down other members ideas

5b. Team Meetings

- Team meetings are an important example of working together.
- Where and when will the team meet?
 - 11:30 AM Tuesday and Thursday via Zoom
- What components are required in team meeting agendas?
 - Daily Deliverables, Attendance, Goals, Important dates
- How will meeting minutes be taken/circulated?
 - Shared drive file that can be accessed by entire group

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?
 - Group Discussion
- How will quality expectations be established and verified?
 - Peer review, and Group discussion
- How will due dates be established and verified?
 - Depending on project timeline (i.e. Gantt Chart)
- How will status of work in progress be communicated?
 - Gantt Chart

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?
 - Meeting agendas/minutes, Deliverables notes/logbook
- What team documentation will be kept?
 - Meeting Agendas/Minutes, All communications, Budget, Gantt Chart
- What is the process for communicating with other team members?
 - Email, Phone
- What is the process of communicating with your client/outside stakeholders?
 - Get in touch with Khari, and route all outside communications through him.

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?
 - Group and individual Discussion
- How will team dynamics be communicated to instructors/mentors?
 - All issues will be brought forth and addressed by the entire group

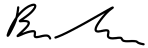


Section 9: Amendments

- Where will this team contract be kept?

- One Drive
- How often will the contract be reviewed?
 - As Needed
- How can the contract be amended?
 - Group Discussion

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
Ben McBride		06/17/2020
Khari Amos		06/18/2020
Cody Gibson		6/17/2020
Hasan Alajmi	Hasan	06/18/2020