

Team Contract

Section 1: Team Name and Mission

Team name: Seed Squad

Mission: To design, build, and test a cost effective way to store and transport seeds over long periods of time and distances.

Section 2: Membership

Members: David Smith, Joel Wilson, Joshua Begay, and Peter Handel

Instructor: Dev Shrestha

Client: Don Tolmie and the Idaho Bean Commission

Section 3: Roles and Responsibilities

David Smith: Keeping track of team documentation. This includes keeping copies of each document stored on a dropbox where all team members can access it. This also includes keeping copies of.

Joshua Begay: Budget. This includes keeping a frequently updated total of spending and planning the use of the allotted budget prior to any purchases being made.

Joel Wilson: Meeting Organization. This includes coordinating any meetings outside of the standard weekly meeting time and preparing meeting logs such as meeting minutes.

Peter Handel: Client Contact. This includes contacting the client to provide frequent progress reports, taking notes during client meetings, and bringing the client's concerns to the attention of the group at team meetings.

Coordination will be done via a Google Docs page, where everyone can see it. Roles have been selected by volunteering at the formation of the team. Changes to these roles can be discussed at team meetings.

Section 4: Team Relationships

- Members will give as much notice as possible in the event of an absence from a meeting.
- Members will give the team notice if they are going to be unable to meet a deadline so the team can cooperate on meeting the deadline.
- Members will store a copy of all project files including CAD files, word documents, excel files etc. on a shared cloud drive and a copy on their own personal computer or student drive, ensuring

that there are always at least two copies of each file.

Section 5: Joint Work

Team members will collaborate and frequently discuss progress and possible problems.

Weekly meetings are currently scheduled for 2:00 pm on Thursdays. At these meetings, we will address what we have accomplished since the previous meeting, what needs to be accomplished before the next meeting, and any other issues that have arisen.

Section 6: Individual Work

Individual work will be assigned at the conclusion of the weekly team meetings. Prior to assigning a task, the team will discuss what specifically needs to be done, to what standards it should be done, and how we will evaluate whether or not the completed task has met those standards. The status of tasks will be discussed in team meetings. If a task must be discussed sooner, the team will communicate via e-mail.

Section 7: Documentation and Communication

The team will keep up to date records of individual and team achievements to be communicated with each other, the instructor, and the client. Project files will be kept on a member's personal computer with an up to date copy stored on a shared cloud drive. Team members will communicate with each other primarily in meetings and via e-mail. Team members will communicate with the instructor and the client via e-mail.

Section 8: Conflict Resolution

Conflicts will be resolved by group discussion. The discussion will cover exactly what happened from each person's point of view, what needs to be done to resolve the issue, and how to do what needs to be done to resolve the issue.

Section 9: Amendments

This contract will be stored on the shared drive, and will be reviewed or amended at team meetings as needed.

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.
