

Team Contract

Section 1: Team Name and Mission

- **Polar Bears**
- **Provide the client with an adequate product which represents provided needs/wants while remaining in the available budget.**

Section 2: Membership

- **Eric Hedine, Tim Mattson, Julia Roach, Danny Pierce, Wyatt King**
- Dan Cordon, Philip Hagen, Max Johnson.

Section 3: Roles and Responsibilities

- Who will be in charge of your budget: **Tim Mattson**
- Who will be the primary client contact: **Eric Hedine**
- Who will organize team meetings: **All members**
- Who will be in charge of keeping team documentation: **Julia Roach**
- Who will be the Team leader: **Eric Hedine**
- Who is responsible for engineering analysis: **Entire Team**
- Who will do CAD modeling: **Wyatt King and Danny Pierce**
- Who will work on prototype build and manufacturing: **Entire Team**
 - How will roles be selected/assigned? The team will be assigning the roles.
 - What are the key responsibilities associated with each role?

Team Leader: be the main contact for the client, lead team meetings, hold other group members accountable.

Document: Record meeting minutes, write and send out the meeting agenda, and document ideas, plans, and experiments throughout the process

Engineering Analysis: Analyze data from tests and experiments, know and carry out mathematical equations related to experiments, create and explain graphs that represent our results from experiments

Modeling: Use programs like Solid Works and Autocad to create models of the team's design ideas

Prototype Build and Manufacturing: Create prototypes of the designs that the team has made and created in modeling programs

Section 4: Team Relationships

- Relationships among team members must be supportfull and respectful in any engagements with all members for the benefit of the entire team.
- Members will be respectful to each other, open to constructive criticism, and be present to all meetings.
- Members will NOT ignore group discussions, ditch meetings, delegate their agreed work on other members. Members are allowed to miss a few team meetings if the excuse is legitimate (Legitimacy of an excuse can/will be discussed by the entire team).

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 NOT ignore discussions or meeting times. Also, members will not postpone workloads till after their assigned due dates.

5b. Team Meetings

- Where and when will the team meet?

GJ Senior Design Suite, 3:00 on Thursdays.
- What components are required in team meeting agendas?

Discussion of current questions and the development of a plan to accomplish goals for the next week of work. Also, the delegation of the workload and time commitments will need to be discussed.

- How will meeting minutes be taken/circulated?

The assigned recorder will record all important discussions and planning for the next week(s) to come.

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?

Work assignments will be made at the team meeting where all members can choose what their individual assignments will be.

- How will quality expectations be established and verified?

They will be established and verified at team meetings and in group chats. Each team member will hold each other and themselves accountable throughout the entire process and check in with individual progress at team meetings.

- How will due dates be established and verified?

Due dates will be established and verified at the team meeting.

- How will status of work in progress be communicated?

Status of work will be communicated through the group chat and at group meetings.

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?

All individual documentation will be kept in engineering notebooks and/or work portfolios.

- What team documentation will be kept?
Minute notes and the cumulative work portfolio will be kept.
- What is the process for communicating with other team members?
Using either texts or the agreed app, GroupMe.
- What is the process of communicating with your client/outside stakeholders?
The assigned client contact will communicate with the client via email/phone calls.

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?
The group will meet and discuss the conflict and work to find a middle ground for the benefit of the entire team.
- How will team dynamics be communicated to instructors/mentors?
Team dynamics will be mentioned to the instructor/mentors during our weekly meetings and/or via emails if they are unable to attend meetings.

Section 9: Amendments

- Where will this team contract be kept?
It will be kept with the team work portfolio which will be kept with the assigned team member.
- How often will the contract be reviewed?
The contract will be reviewed only if an issue arises.
- How can the contract be amended?
The contract can be amended when all group members are present and agree to any changes made.

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