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# ***KEEP IT CLEAN***

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## TEAM CONTRACT

Mission: To work as a professional team to achieve our goals, and better ourselves for our future careers.

# **Membership**

## **Team Members:**

Drew Fagan ([faga1883@vandals.uidaho.edu](mailto:faga1883@vandals.uidaho.edu))

Jerry Kahn ([kahn4977@vandals.uidaho.edu](mailto:kahn4977@vandals.uidaho.edu))

Thomas Moore ([moor5118@vandals.uidaho.edu](mailto:moor5118@vandals.uidaho.edu))

Troy Sanders ([sand5575@vandals.uidaho.edu](mailto:sand5575@vandals.uidaho.edu))

## **Group Mentor:**

Alex Olson ([olso2410@vandals.uidaho.edu](mailto:olso2410@vandals.uidaho.edu))

## **Group Advisor:**

Matthew Swenson ([swenson@uidaho.edu](mailto:swenson@uidaho.edu))

## **INL Sponsor:**

David Sell ([david.sell@inl.gov](mailto:david.sell@inl.gov))

## **Roles and Responsibilities**

**Financier** - Jerry Kahn - Keeps track of the budget and responsible for purchasing.

**Liaison** - Troy Sanders - Keeps client updated, schedule client meetings if needed, and contacts clients for any needs we may have from them.

**Facilitator** - Drew Fagan - Making agendas and schedules meetings as needed; also in charge of keeping meeting minutes.

**Archivist** - Thomas Moore - In charge of organizing the team portfolio, and any other necessary documentation.

Additional roles to be added as group sees fit, and roles are decided by volunteer basis with team input.

## **Team Relationships**

Relationships among the team members must support full and respectful engagement of all members for the benefit of the entire team.

Members will respect each other and their property.

Member will bring up any concerns within 72 hours.

Members will notify other members of any absences.

Members will NOT lie to each other about anything regarding the project.

Members will NOT act unprofessional.

## **Joint work**

### **Purpose**

Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.

Members will go to majority when undecided on action regarding the project.

Members will equally delegate the work.

Members will notify other members of any delays in completing assigned tasks.

Members will work together on a schedule.

Member will run major changes/decisions by team members.

Members will NOT go ahead without notifying other members.

### **Team Meetings**

Mondays & Fridays @ 2:30 p.m. in the senior design suite.

Throughout the week if any member has an item they want to discuss they will inform Drew, so that it can be added to the agendas.

Agendas to be sent out the morning before the meeting.

Agendas to have committee reports, old business, and new business.

Meeting minutes to be typed and then posted to a team folder on google drive for all members.

### **Individual Work**

Work assignments are to be assigned at meetings by delegations of all the team members to whom they best believe is fit for the assignment.

Quality expectations are established by team decision and then verified by mentor/instructor.

Due dates are to be established based off project progress and deadlines for class.

Progress will be communicated in biweekly meetings.

## **Documentation**

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.

Individuals will keep personal documentation of each meeting and task advancements in their logbook.

Meeting minutes, portfolio, and Gant chart will be kept as team documentation.

Group members will contact each other through group message if communication is needed.

Communication to clients/outside stakeholders through a liaison who will contact them by email or phone.

## **Conflict Resolution**

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.

Minor conflicts will be brought up in the meetings. Major conflicts are to be addressed by the Instructor.

They were addressed through the sheet done in class after meeting group members. However, if any follow up is needed we will bring it up to the mentor/instructor.

## **Amendments**

The team contract will be kept in the portfolio and electronically on our google drive file. The contract will be reviewed as needed currently, and the start of next semester. The contract can be amended by majority vote.

# **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.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Drew Fagan		
Jerry Kahn		
Thomas Moore		
Troy Sanders		