

## Team Contract (Proxy)

### Section 1: Team Name and Mission

What is your team name?

*Niobium Extraction Squad*

What is the mission of your team in 1-2 sentences?

*Our mission is to strive everyday to be proactively involved with the team's common goal(s) and make adjustments along the way as soon as they arise so that in the end the final product is a solution that includes every parties invested needs/wants and overall creates a more repeatable and efficient sampling process.*

### Section 2: Membership

Who are the team members?

*Gabe Cureton, Zach Devorak, Daniel Salinas, Tim Butler*

What consultants/mentors/instructional staff are associated with this team?

*Andres Corpus - Mentor*

*Dr. Steven Beyerlein - Instructional Staff*

*Dr. Matthew Swenson - Instructional Staff*

### Section 3: Roles and Responsibilities

Who will be in charge of your budget?

*Tim Butler*

Who will be the primary client contact?

*Nick Cunningham, [NICHOLAS.CUNNINGHAM@ATImetals.com](mailto:NICHOLAS.CUNNINGHAM@ATImetals.com)*

*(541) 926-4211 (ext. 6254)*

Who will organize team meetings?

*Gabe Cureton/Zach Devorak*

Who will be in charge of keeping team documentation?

*Zach Devorak*

What other roles are critical to team success?

*Material Science Minor/Resource/Etc. - Daniel Salinas*

*How will roles be selected/assigned?*

*Verbally on a merit basis; roles can be adjusted if necessary for team success.*

*What are the key responsibilities associated with each role?*

*Being proactive on their parts.*

*being prepared before team meetings.*

*Time can become one of our biggest enemies moving forward.*

#### **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...*

*Professionally express their disagreements on decisions about to be made and/or any aspect of the project moving forward.*

*Equal contribution can be achieved by a line balancing method, but members need to be willing to step up and take on tasks knowing their strengths and weaknesses; no standing back and not contributing equally.*

*Open communication is a must; if you are struggling on a tasks, ask the rest of the group for help openly. No bad blood, any issues need to be addressed openly to promote healthy moral and comradery.*

*Members will NOT ...*

*Go ghost mode at any part of the project, repercussions will follow.*

*Disrespect other members in person or through social media.*

*Neglect other members in meetings, emails, and any other form of communication.*

#### **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...*

*Split up work equally as possible; at any point you get stuck or have a question on part of a tasks, don't hesitate to send out a message in the group chat. You can individually work on tasks, but team input is always there.*

*Complete a task to your standards in the sense that it is better than not having done anything at all.*

*Honestly work on completing a task prior to due date with cushion.*

*Best efforts will be put forward in completing assigned task; quality input is expected from each and everyone even though each individual requires more or less time to complete work; different rates of doing quality work. Put in the time it takes for you to complete the task, honestly attempt a task.*

**Members will NOT...**

*Go ghost on the rest of team, become a hermit crab and never join the rest of the group for team meetings and work sessions. We are all in house and should meet in person weekly.*

*Be a bad team member in general; not respond to text in timely manner, not responding to email in a timely manner.*

## **5b. Team Meetings**

Team meetings are an important example of working together.

**\* Where and when will the team meet?**

*Senior Design Suite; if that option is too congested on a regular basis, a different meeting room will be assigned. One or more members will have laptops and documentation to perform meetings anywhere.*

*Tuesday @ 12:30pm, give a hour or more possible for this session.*

**\* What components are required in team meeting agendas?**

*Documentation basis will be electronically on Google Drive; Laptop by one or more members is a must  
Additional Documents on current tasks members are working on  
Lab notebook, pen & pencil.*

**\* How will meeting minutes be taken/circulated?**

*Recorder was suggested, possible speech-to-text feature; Zach Devorak can type minutes during meeting and record of these meetings will be on Google Drive; date and time recorded by Google.*

## **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?**

*Tasks will be created and expectations will be discussed and formally documented in Google Sheets.*

**\* How will quality expectations be established and verified?**

*Through discretion of the team; upon individual completion of tasks, other members of the team will be asked to review and give honest opinion/criticism.*

\* *How will due dates be established and verified?*

*Verbal communication and keeping in mind big due dates previously established by instructors.*

\* *How will status of work in progress be communicated?*

*Verbal communication and constant update of Google Sheets. Previous experience using Google Sheets were good, will implement.*

## **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?*

*Personal log books will include personal notes; i.e. prior meeting work that is to be brought up in the meeting, sketches, log of task/to-do list in the near future decided at that meeting.*

\* *What team documentation will be kept?*

*Team Documentation will kept on Google Drive. An ongoing log of this will be kept with daily material pertaining to the group project as public group information.*

\* *What is the process for communicating with other team members?*

*Group chat via text has been started, this will become the main form of communication. All in favor, I believe none oppose of this method. More formal communication will happen via email if text messages are not responded to in a timely fashion.*

\* *What is the process of communicating with your client/outside stakeholders?*

*Email chain; establish contact, continue communication throughout project every few days and definitely weekly basis.*

## **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?*

*Openly informally communicate upon first offense conflicts: not responding to text, not giving update when you said you would. Be open with member issues during team meetings to make problem known. After multiple conflicts, address higher ups to stop further progression and hindrance on the team's project.*

\* *How will team dynamics be communicated to instructors/mentors?*

