

Team Contract

Hot Rods

Section 1: Team Name and Mission

We are the Hot Rods. Our mission is to create a product for our client, Idaho National Laboratory, that exemplifies best engineering practices by meeting or exceeding design specifications.

Section 2: Membership

Our team consists of Trevor Lutz, Cristofer Farnetti, Iain Fisher, and Kaleb Trotter, assisted by Theo White as graduate mentor, and Steve Beyerlein as instructor.

Section 3: Roles and Responsibilities

Roles for team members are enumerated in the list below. These roles have been assigned with the purpose of equalizing the workload across the team while fully utilizing the strengths of team members. As the project progresses, we anticipate that these roles may need to be clarified, expanded, or focused further to keep consistent with that purpose. When such a need arises, roles must be identified and assigned by a unanimous vote.

<u>Individual</u>	<u>Role</u>	<u>Responsibilities</u>
Iain Fisher	Budget	<ul style="list-style-type: none">- Purchasing needed items- Maintaining a receipt/expense log- Drafting and submitting funding requests
Trevor Lutz	Client Contact	<ul style="list-style-type: none">- Coordinate meetings between client and team- Primary point of contact with client- Organize and coordinate all client communication- Handle logistics of site visits
Cristofer Farnetti	Documentation	<ul style="list-style-type: none">- Updating team wiki page as needed- Team designer for posters, flyers, etc.- Take minutes during team meetings- Ensure that project is being thoroughly documented
Kaleb Trotter	Organizer	<ul style="list-style-type: none">- Draft meeting agendas- Regularly check in with team about progress- Ensure team has necessary technical resources- Ensure that deadlines are met

Section 4: Team Relationships

We commit to maintaining healthy respect for one another throughout the project, especially in the event of a team member submitting work that misses project specifications. While our mission is to challenge ourselves to meet and exceed expectations, we wish to cultivate an encouraging, professional atmosphere where failure is treated as a learning opportunity in the design process of successful engineers.

We will endeavor to communicate with one another early and thoroughly about our responsibilities and our ability to meet the deadlines associated with them. As such, timely communication of an inability to meet a deadline is not failure, but an attempt to contribute to the team's success, and will be treated as such.

We commit to creating a team culture of mutual learning and encouragement. As such, corrective feedback is encouraged by everyone in the group. This feedback is vital to the success of the team and our design. While disagreements or corrections must, as stated above, be made with healthy respect for one another's abilities, this does not mean that they should be rare. Criticism of work, when done kindly and respectfully, will be taken as an attempt to help the team succeed in its mission and to help the engineer in question grow in their own knowledge.

Section 5: Joint Work

5.A: Purposes of Joint Work

Project goals will be discussed and settled on as a team in team meetings. Any discussions between team members outside of meetings that have an effect on the overall project goals must be brought up during a team meeting so that input may be given and the final team decision recorded in the minutes for that meeting. While tasks in all likelihood will be given to single engineers, the results of those tasks will be shared and discussed in the weekly team meeting to give an opportunity for input and feedback (subject to the stipulations above, Section 4).

We commit to not playing favorites with tasks, but to using each team members' strengths to the fullest extent of our ability.

5.B: Team Meetings

We commit to two meetings a week as a team. The first will be at the beginning of the week, with a focus towards what goals need to be accomplished that week and what research has been done over the weekend. The second will be a shorter meeting at the end of the week to go over what has been produced that week.

Agendas for the meetings will be provided by the organization lead in electronic format the night before and in hard copy at the meeting. The agenda will contain (at minimum) a brief overview of completed and outstanding project deliverables, work in progress, and a listing of any approaching deadlines. Minutes will be taken at each of these meetings detailing design decisions and progress made by the documentation lead as detailed in Section 3. The documentation lead is responsible for circulating the minutes to the team before the end of the day.

Each team member commits to reviewing the agenda and the previous meeting's minutes prior to the meeting out of respect for their teammates' time.

Section 6: Individual Work

Individual work assignments will be made in team meetings. We commit to never assigning a team member with work that they have specifically requested to be exempt from. When the assignment is made, quality expectations will be established as part of that assignment. In the event that the quality of the delivery cannot be determined without more research, the engineer assigned will be tasked first with researching and briefing the team on what quality expectations they think appropriate for the task at hand. Products will be compared with these expectations and verified or sent back for further work during the group discussion of completed work as detailed in Section 5a.

Due dates will be established in the team meeting with (at minimum) the input of the organization lead and the assigned engineer. Delivery of the product by this date is to be overseen by the organization lead, and failure to meet the deadline for any reason will be immediately reported to the instructor overseeing the project. This is not to indicate that due dates are irreversible once set (see Section 4 above), but that we as professionals value our word, and can be relied upon to keep it regarding deadlines.

Related to this, the ongoing status of work will be communicated primarily at team meetings twice a week. If, during the course of a week, the status of a task significantly changes (e.g., new research radically changes the scope of the task), the team member whose task is affected will contact (at minimum) the organization lead. This will allow reallocation of responsibilities if need be, as well as contributing to the success of the team in meeting deadlines.

Section 7: Documentation and Communication

We commit to keeping individual logbooks with extensive documentation of our design process. When any portion of that documentation becomes significant to the design of the product, the team member who produced the documentation will be responsible for providing a usable version of it to the documentation lead for inclusion in the product deliverables.

Team documentation, including but not limited to design decisions, budget, schedule, and significant client interactions, will be compiled into a documentation package maintained by the documentation lead.

Primary communication between team members will occur at the team meetings. Additional communication will occur throughout the week in the form of email, conversations, etc., but any design decisions made based on that communication must be relayed to the organization lead to be included on the agenda for the next team meeting.

All client communication must be made with the involvement of the client contact lead. The client contact lead is responsible for informing the team on a meeting-by-meeting basis of any interactions with the client that are relevant to the product. The client contact lead is strongly encouraged to consult the supervising instructor before communicating with the client.

Section 8: Conflict Resolution

In the event of an irresolvable conflict between team members, the parties involved will immediately communicate the nature of the conflict with the rest of the team so that it may be

discussed at the next meeting. The supervising instructor will be informed of the conflict and specifically invited to attend the team meeting in order to assist in arbitration.

The organization lead is primarily responsible for communicating team dynamics with the instructor and mentor, and will do so on a weekly basis as a follow-up to the team meeting. If any member of the team feels that the team dynamics are lacking, they are strongly encouraged to discuss it at the next team meeting or directly with the instructor or mentor.

Section 9: Amendments

This contract will be signed by all members of the Hot Rods team, and kept in the team logbook by the documentation lead. It will be reviewed each semester or as necessary.

Candidate amendments to this contract must be submitted to the team at a team meeting and receive unanimous approval. With the further approval of the instructor and mentor, amendments may be adopted into the contract at the following team meeting. If, in the time between approval and adoption, any member of the team rescinds their vote, the amendment cannot be adopted.

Section 10: Affirmation of Compliance

We, members of the Hot Rods capstone design team, affirm that we have established this contract with the input and consent of all members. By our signatures, we commit to comply with this contract for the benefit of our team and its members.

Name	Signature	Date