

Team Contract

A template for a team contract follows. You may modify it to fit your team needs and preferences. Be sure to provide adequate detail to inform people of expectations and to provide a basis for evaluating teamwork and resolving differences. When your contract is completed submit it to your lead instructor before your first instructor/team meeting. Plan to allocate some time at the first instructor/team meeting the review/revise this document prior to its finalization.

Section 1: Team Name and Mission

- What is your team name?
Shockwave
- What is the mission of your team in 1-2 sentences?
We need to design a test bed and test plan for testing generator performance during power swings, especially those near boundary of pole slipping.

Section 2: Membership

- Who are the team members?
Zuhao Zhou
Quan Yan
Yutong Chen
Changyao Xu
- What consultants/mentors/instructional staff are associated with this team?
Professor Hussain Beleed.
Professor Brian Johnson.

Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
Yutong Chen
- Who will be the primary client contact?
Quan Yan
- Who will organize team meetings?
Zuhao Zhou
- Who will be in charge of keeping team documentation?
Changyao Xu
- What other roles are critical to team success?
Someone equips the necessary knowledge and skills.
- How will roles be selected/assigned?
According to the ability of our team members.
- What are the key responsibilities associated with each role?
Because our team members want to successfully complete the project and achieve a great grade. So we have to be united and everyone should do their best to complete the task of each role.

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...
Team members will speak respectfully to each other.
Members will recognize and thank each other for their contributions.
Every team member's opinion will be thoughtfully considered.

Every team member should help others when others facing troubles.

- Members will NOT ...
Team members will not say a low word to each other.
Team members will not show discrimination to other team members.
Team members will not absent the team meeting weekly.

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...
Team members need to do tasks well which been sent before the deadline.
Everyone will set a goal before doing the project.
Everyone will participate in the task actively.
Every team member should help others when others facing problems.
- Members will NOT...
Team members will not copy others' achievements.
Team members will not deliver work after the deadline.

5b. Team Meetings

- Team meetings are an important example of working together.
- Where and when will the team meet?
Time: Wednesday 11:30—12:30 every week, Room: GJL 218
- What components are required in team meeting agendas?
Team members who participants the meeting
Important files related to the meeting
Figure out what problems to solve and how to practice
Record action items, who is responsible, and due dates.
What to do before next weekly meeting
- How will meeting minutes be taken/circulated?
By handwriting, sending e-mail, printing paper, through WECHAT group

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?
We will achieve and confirm our work at the meeting, then we will use all our resources to complete our work. When we complete our tasks, we will hold meetings and discuss them. We must make sure that everyone understands the content of the work.
- How will quality expectations be established and verified?
We need to consult relevant information, discuss with team members, and confirm quality expectations together. Then submit the plan to the instructor for verification, and then submit it to the investor after comparing with other companies to confirm that the quality standards have been met.
- How will due dates be established and verified?
First, we need to determine the approximate date according to the schedule on the website. Secondly, before the deadline, team leader should ask the team members about the work situation and progress, and the team members should raise questions and difficulties encountered in personal work in order to establish the individual work within the planned time, and different deadlines are set according to the workload.
- How will status of work in progress be communicated?

We have many ways of communication, such as face-to-face communication or through the Internet and phone. Each of us has the email addresses of other members, and we can send emails or other social software.

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?
Conference flow and content documents
Personal Work Tasks and Process Documents
Discussed important documentation accessed by each team member
- What team documentation will be kept?
Different Tasks and Task-holders
Contents of each meeting and its adjustments
Data from each experiment and test
- What is the process for communicating with other team members?
If the content of communication is very small, we can use the network to communicate among team members. If there are a lot of things need to communicate, we will make an appointment in Wechat or send email, then interview and summarize the communication results.
- What is the process of communicating with your client/outside stakeholders?
Firstly, make sure the content of the communication is clear, then determine the approximate time, and then you can send client/outside stakeholders an email to reserve time. After receiving the reply, inform the other members of the team to attend together.

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?
Conflict is an inevitable part of a project. In order for the project to proceed successfully, conflict must be resolved in time. First of all, members who encounter conflicts can first keep their own opinions, because some minor conflicts may be just a whim, and then in the case of larger conflicts or conflicts that cannot be solved privately among members, they can be put on the team's social media, and then solved by all members in the team meeting. When solving conflicts in the team meeting, each member should listen to others' opinions patiently and find the best way to solve problems.
- How will team dynamics be communicated to instructors/mentors?
Team dynamics include group formation, structure, relationship, member interaction, operation, communication, goal achievement, leadership, decision-making, cooperation and conflict, performance, power, etc. Members can communicate team dynamics to the instructors at team meeting. If the team meeting is not held in a certain week or the instructor is not present at the team meeting, the instructor can be informed of the team dynamics through email.

Section 9: Amendments

- Where will this team contract be kept?
Team contract is an important document. Each member has the right to modify and improve it, so it should be kept in a public place that accessible to all. A trusted member can save it, and when someone thinks the team contract needs to be modified, just bring it to the team meeting, and then the whole team can amend it.
- How often will the contract be reviewed?
It is reasonable to review the team contract weekly at the beginning of the project and it should be done at the team meeting. This way can timely solve the team initial run-in problems and amend the team

contract. The project to a month later, the frequency of reviewing team contract can be slow down a bit, we can review it every 2 or 3 weeks, so we can save time and spend it on our project.

- How can the contract be amended?

Everyone in the team should read the team contract at the beginning of the project, and if there is any problem, they can write it down on the notebook, and then bring it up for discussion in the team meeting. Finally, the contract can be amended after all the members agree on it. During the whole process of the project, the modification of the contract should be carried out in the team meeting and the opinions of all members should be solicited.

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
Zuhao Zhou	Zuhao Zhou	09/11/2019
Quan Yan	Quan Yan	09/11/2019
Changyao Xu	Changyao Xu	09/11/2019
Yutong Chen	Yutong Chen	09/11/2019