

Team Contract

I. Team Name and Mission

- Team Name: Team Power Team
- Mission: Verify DFIG model of wind turbines that was developed by previous team and grad student, Mike Beacham. Create at least one action scheme for fault protection using SEL equipment.

II. Membership

- Team Members: Drew McKinnon, Andy Miles, Tiras Newman, Cody Swisher
- Consultants: Dr. Herbert Hess, Dr. Brian Johnson.
- Mentor: Mike Beacham, Spencer Goodall
- Advisor: Dr. Feng Li
- Client: SEL

III. Roles and Responsibilities

- Cody Swisher will be in charge of the Budget.
- Tiras Newman will be in the primary client contact.
- Andy Miles will organize the team meetings.
- Drew McKinnon will be in charge of keeping all documentation.
- Roles will be selected on a volunteer basis.

IV. Team Relationships

As a project team, we will:

- Keep issues that arise in meetings in confidence within the team unless otherwise indicated.
- Work proactively, anticipating potential problems and try to prevent them
- Keep other team members informed of information related to the project
- Focus on what is best for the whole project team
- See the team project through to completion
- Work to provide a quality deliverable to our sponsor
- Respect other team member's ideas
- Only agree to do work that we are qualified and capable of doing.
- Be honest and realistic in planning and reporting project scope, schedule, staffing and cost.
- Operate in a proactive manner, anticipating potential problems and working to prevent them before they happen.

- Promptly notify our customer(s) and sponsor of any change that could affect them.
- Keep other team members informed.
- Keep proprietary information about our customers in strict confidence.
- Focus on what is best for the project as a whole.
- See the project through to completion.

V. Joint Work

- Be honest and open during all project activities
- Encourage diversity in team work
- Provide the opportunity for equal participation
- Encourage feedback on ideas and deliverables
- Present new ideas or approaches that will benefit the team
- Communicate status to the project manager
- Inform team members in advance if you will miss a meeting or project deadline

VI. Team Meetings

As a project team, we will:

- Participate in weekly team status meetings
- Record meeting minutes and make them available within 24 hours of all project meetings
- Develop an agenda before all meetings with our project sponsor
- Document major issues and decisions related to the project and send them out via e-mail to all team members and the project sponsor
- Post meeting minutes and important documents to the team drop box
- Make decisions based on data whenever feasible.
- Seek to find the needed information or data.
- Discuss criteria (cost, time, impact, etc.) for making a decision before choosing an option.
- Encourage and explore different interpretations of data.
- Get input from the entire team before a decision is made.
- Discuss concerns with other team members during the team meetings or privately rather than with non-team members in inappropriate ways.
- Ask all team members if they can support a decision before the decision is made.

VII. Individual Work

- Assigned on volunteer basis – Cody Swisher is ultimately responsible
- Create a rubrik on what is expected – fails/meets/exceeds
- Due dates will be decided as a group

- Individuals will be responsible for contacting the group for schedule changes or help requests.

VIII. Documentation and Communication

- Include the entire team on all email correspondence related to the project
- Respond to correspondence in a timely matter
- Present ideas clearly and concisely
- Ask questions when instructions or ideas are not clear
- Keep discussions on track
- Have one discussion at a time

IX. Conflict Resolution

As a project team, we will:

- Focus on solving problems, not blaming people
- Encourage everyone to participate in solving problems
- Only use constructive criticism
- Provide feedback when requested and suggest solutions to problems
- Strive to build on each other's ideas
- Encourage everyone to participate.
- Encourage all ideas (no criticism), since new concepts come from outside of our normal perceptions.
- Build on each other's ideas.
- Use team tools when appropriate to facilitate problem solving.
- Whenever possible, use data to assist in problem solving.
- Remember that solving problems is a creative process—new ideas and new understandings often result.
- Regard conflict as normal and as an opportunity for growth.
- Seek to understand the interests and desires of each party involved before arriving at answers or solutions.
- Choose an appropriate time and place to discuss and explore the conflict.
- Listen openly to other points of view.
- Repeat back to the other person what we understand and ask if it is correct.
- Acknowledge valid points that the other person has made.
- State our points of view and our interests in a non-judgmental and non-attacking manner.
- Seek to find some common ground for agreement.

X. Amendments

- Contract kept in team locker in BEL.
- Contract reviewed when needed.
- Contract amended by majority vote.

XI. Affirmation of Compliance

Drew McKinnon Date

Tiras Newman Date

Andy Miles Date

Cody Swisher Date