

# Team Contract

## Section 1: Team Name and Mission

*Our Team name is P<sup>3</sup> (Posture Perturbation Project)*

*Our mission for this project is to design a device that measures the stiffness in an upright human body torso. We also need to retrofit the design with the existing frame (Twister).*

## Section 2: Membership

*Who are the team members?*

*Our team is composed of four mechanical engineers: Austin Steiner, Jacquelin Remaley, Robert Regent, and Sally Mei.*

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

*Client: Dr. Rajal Cohen, Dr. Eric Wolbrecht*

*Instructor: Dr. Joel Perry*

## Section 3: Roles and Responsibilities

*Who will be in charge of your budget?*

*Austin Steiner*

*Who will be the primary client contact?*

*Robert Regent*

*Who will organize team meetings?*

*Sally Mei*

*Who will be in charge of keeping team documentation?*

*Jacquelin Remaley*

*What other roles are critical to team success?*

*N/A*

*How will roles be selected/assigned?*

*Volunteer and/or availability of each person.*

*What are the key responsibilities associated with 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:*

*Respect each other's opinions, listen before debating, and communication of all sorts.*

*Members will NOT:*

*Be disrespectful, withhold information/ideas, and will not be flaky.*

## 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:*

*Complete task on time, sharing all ideas, fulfilling their assigned roles to the best of their abilities.*

*Members will NOT:*

*Slack off, outsource their work to others, and procrastination.*

### 5b. Team Meetings

Team meetings are an important example of working together.

\* *Team meeting (without instructor): 8:00 am Tuesdays and Thursdays if necessary*

\* *Team meeting (with instructor): 4:00 pm Thursdays*

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

*Progress report from each individual*

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

Make pre-meeting objectives, go over objectives during meeting and record (Sally will record), and finally plan on objectives for the next meeting.

### **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?*

*They will be assigned according ability and availability.*

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

*Team members will check each other's work.*

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

*A spread sheet of sorts will be used to keep track of due dates.*

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

*Either through emails or text messages*

### **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?*

*Team meetings and reviews of meetings, personal thoughts and advancements, major team decisions*

*\* What team documentation will be kept?*

*Most team documents (such as meeting minutes) will be kept on the shared drives, hard copy documentation will be in a binder, which will be located near the Twister.*

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

*Primarily email, texting in an emergency.*

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

*Through email or office visits (when convenient)*

### **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?*

*Will be address in team meetings*

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

*Through the team meetings with instructor/mentor*

### **Section 9: Amendments**

*\* Where will this team contract be kept?*

*On the shared drives (university shared drive and on Google drive), as well as one signed hard copy to be kept in the binder in the design suite.*

*\* How often will the contract be reviewed?*

*As needed*

*\* How can the contract be amended?*

*If more than two team members believe the contract must be changed*

**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