

# Team Contract (template)

## Section 1: Team Name and Mission

- What is your team name?
  - **Simulation Sages**
- What is the mission of your team in 1-2 sentences? **We will strive to develop a working RTDS model of a distribution system with multiple photovoltaic inverters and implement an external controller to coordinate real and reactive power output from inverters.**

## Section 2: Membership

- Who are the team members?
  - **David(Lowe + Bowman) + Lance Carr**
- What consultants/mentors/instructional staff are associated with this team?
  - **Dr. Johnson and Mr. Abdallah**

## Section 3: Roles and Responsibilities

- Who will be in charge of your budget?
  - **David Lowe**
- Who will be the primary client contact?
  - **David Lowe**
- Who will organize team meetings?
  - **David Bowman**
- Who will be in charge of keeping team documentation?
  - **Lance Carr**
- What other roles are critical to team success?
- How will roles be selected/assigned?
  - **General Consensus or Vote**
- 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...
  - **Inform the others of a need for help in their required tasks for the project or any emergencies arising that might prevent them from completing requirements in a timely manner**
- Members will NOT ...
  - **Be Mean**
  - **Disappear off the face of the earth**

## 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...
  - **Keep their work and research within the scope of the project and inform team members of their progress with the assignments they have received.**
- Members will NOT...
  - **Neglect to inform the other team members of any situation that may prevent them from completing their assigned tasks.**

## 5b. Team Meetings

- Team meetings are an important example of working together.
- Where and when will the team meet?
- **General Team meetings will be over Zoom on Thursdays at 3:30**
- What components are required in team meeting agendas?
- **Individual status updates on the project assignments**
- How will meeting minutes be taken/circulated?
- **The scribe will take record minutes in OneNote at each meeting and ensure that they are viewable by the other members of the team.**

## 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?
- **Off Consensus, based off personal ability and availability**
- How will quality expectations be established and verified?
- **The Team will establish work goals and refer back to them**
- How will due dates be established and verified?
- **One MS OneNote will be used to post our Plan of Action and Milestones (POA&M)**
- How will status of work in progress be communicated?
- **Via MS OneNote POA&M**

## 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 logbooks will be kept by each member.**
- What team documentation will be kept?
- **Minutes will be kept for each meeting as well as a team OneNote page, where updates on project progress and other important team information can be recorded.**
- What is the process for communicating with other team members?
- **Text, Email, Phone, Zoom, In person meetings.**
- What is the process of communicating with your client/outside stakeholders?
- **Email, Zoom, Phone.**

## 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?
- **Rochambeau or Voting**
- How will team dynamics be communicated to instructors/mentors?
- **Team Members will work together to address intra-team conflicts. Issues that can't be addresses amongst the team will be deferred to the Advisor**


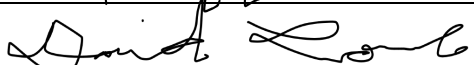

## Section 9: Amendments

- Where will this team contract be kept?
- **MS OneNote and Team ShareDrive Folder**
- **Each member will have a saved copy for reference and a copy shall also be kept in the Cloud for instantaneous access and final authority. It is each individual member's responsibility to update their personal copies when and if the contract is amended.**

- How often will the contract be reviewed?
- **The contract will be reviewed once per semester unless a team member calls for a review. In so doing, the team member must provide the reason for the call to review.**
- How can the contract be amended?
- **It may only be amended by unanimous vote of the team members.**

### 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
David Bowman		08-Sep-20
David Lowe		08-Sep-20
Lance Carr		08-Sep-20