

## **Team Contract – Have Boiler, Will Travel – Capstone Design 2017-2018**

### **Section 1 – Name and Mission**

- A. The Team accepts as its name and designation the title “Have Boiler, Will Travel”.
- B. The Team Mission is: “To use the skills and knowledge gained as engineering students to develop a prototype biochar reactor to the satisfaction of The Client.”

### **Section 2 – Team Members and Auxiliaries.**

- A. The following individuals shall comprise The Team and work together to accomplish the Team Mission: Will Seegmiller, Jake Hall, Joseph Stanley, Rachel Rosasco, and Adam O’Keeffe.
- B. The Team will be supported by the following individuals in the dual capacities of Client (representatives of the IAC) and Project Instructor: Steve Beyerlein and Dev Shrestha.
- C. The Team shall graciously accept aid and support from any individuals that the Project Instructors see fit to ask to mentor The Team (to wit, Brian Hanson).

### **Section 3 – Team Officers**

- A. The initial officers of The Team shall be as follows:
  - a. Finance Liaison/Budgeteer – Jake Hall
  - b. Documentation and Recorder – Rachel Rosasco
  - c. Client Contact – Adam O’Keeffe
  - d. Meeting Organizer– Will Seegmiller
  - e. Shop Contact – Jake Hall
- B. Each officer will be the responsible party within the scope of their assignment and shall diligently execute their duties.
- C. Each month, or as needed, The Team will review these assignments to determine if each is being carried out satisfactorily. At these times, assignments may rotate, be created, or be eliminated as needed to ensure efficiency and an evenly distributed work load.
- D. Roles are to be assigned by unanimous decision by the team, including the assignee.

### **Section 4- Team Relationships**

- A. To promote a friendly, inclusive, and productive atmosphere, each team member will strive to abide by the following guidelines
  - a. Team members will not:
    - i. Harass or persistently mock or tease another team member.
    - ii. Engage in passive aggressive behaviors (procrastination, intentional misplacing of materials or data, engaging in “the silent treatment”, etc.).
    - iii. Take offense as a matter of course.
  - b. Team members will:
    - i. Give no, or as little as reasonably achievable, offense.
    - ii. Seek to be supportive and friendly to all members of the team.
    - iii. Address interpersonal issues in a timely manner with all possible tact.
    - iv. Give criticism constructively and helpfully.
    - v. Be patient with other team members in all circumstances.

## **Section 5 – Joint Work**

- A. As this is a team based project, when working on project goals as a sub-team, the following guidelines should be followed:
  - a. Team members will not:
    - i. Perform an action that will commit to The Team to a certain tack on the project (Use up or irreversibly use a ordered material, order specific parts or materials, make promises to The Client, etc.) Without having consulted a majority of the team members.
    - ii. Assume that aspects of the project that may not be in their purview are proceeding along a given line and make design decisions thereby.
    - iii. Withhold their aid from other team members, even if the help asked is not in the normal range of their duties or skills.
  - b. Team Members will:
    - i. Be willing to offer their assistance in any way to other team members.
    - ii. Ask about and follow up on other team members' tasks and responsibilities to ensure a thorough understanding of the state of the project as a whole.
    - iii. Work quickly and diligently of complete all tasks and assignments.
    - iv. Strive to meet The Clients expectations and requirements in all ways.
- B. Team members should make every reasonable effort to be at meetings that the team sets, particularly at the times the team has identified as ideal meeting times, which are:
  - a. Monday – 7:30 to 8:30 PM
  - b. Wednesday – 6:00 to 8:30 PM
  - c. Thursday – 1:00 to 2:00 PM
  - d. Friday – 8:00 to 9:30 AM and 5:30 to 9:00 PM
  - e. Saturday – 8:00 to 9:00 AM and 12:00 to 9:00 PM
  - f. Sun – 4:30 to 5:30 PM
- C. Team meetings shall be run by agenda and minutes shall be taken by The Recorder

## **Section 6 – Individual Work**

- A. As this project will require many individual assignments, the following guidelines should be followed
  - a. Each team member working on an individual assignment shall:
    - i. Strive to work quickly and efficiently to complete tasks in a timely manner.
    - ii. Strive to produce high quality deliverables in every way.
    - iii. Carefully and thoroughly document their progress for the benefit of the team.
  - b. Assignments shall be made by unanimous decision, and shall not be consider made until the assignee has confirmed his acceptance of the assignment.
  - c. Assignments will include a goal for the time of completion in all cases.
  - d. Each team member will be prepared to speak about the state of their assignments in detail at each team meeting.

## **Section 7 – Documentation and Communication**

- A. Each individual shall meticulously document their project learning, contributions, and ideas in their individual logbook, according to the guidelines in the document "Engineering Logbooks" \*

- B. The Team shall thoroughly document the team progress in a team portfolio, according to the document “Capstone Documentation: Logbooks and Portfolios” \*\*
- C. The portfolio shall primarily be the responsibility of the Recorder to keep and maintain, however, every team member should be prepared to contribute and assist the recorder with any aspect of portfolio building.
- D. Each team member will agree to be available to communicate with any other team member as well as The Client and project instructors and project mentors by phone call, text, email, and face to face. Voice mail shall not be considered a valid method of communication, rather a way to establish contact in one of the aforementioned methods.

**Section 8 – Conflict Resolution**

- A. Team members shall be willing to participate as needed in a conflict resolution process as mediator, injured party, or injuring party. The goal of the conflict resolution process shall not be to establish blame, but to eliminate interference to team progress.
- B. The general conflict resolution shall be:
  - a. The injured party, injuring party, and a mediator acceptable to both shall meet.
  - b. Each party shall respectfully and calmly state their concerns and issues.
  - c. Each party then then seek make amends or reach an accord by which regular work may continue with minimal interruption.

**Section 9 – This Contract**

- A. This contract shall be kept by The Recorder.
- B. This contract shall be reviewed on a monthly, or as needed, basis to ensure the team is in compliance with it and to determine if an amendment is needed.
- C. Amendments and alterations to this contract may be made by unanimous decision after a review.

**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

\*<http://www.webpages.uidaho.edu/mindworks/Capstone%20Design/Project%20Guides/Logbook%20Expectations.pdf>

\*\*<http://www.webpages.uidaho.edu/mindworks/Capstone%20Design/Project%20Guides/Logbooks%20and%20Project%20Portfolios.pdf>