

# Team Contract

Team Frigus

9/15/2016

## Section 1: Team Name and Mission

Our team name is Frigus. Our team mission is to create a cooling system for a DC to AC Converter.

## Section 2: Membership

Our team consists of three members, JT Sutton, Caleb Jo, and Connor Trulock. The team consultant is Rachel Peterson. The assigned mentor is Professor Steven Beyerlein, Mechanical Engineering Professor at University of Idaho. Professor's Herbert Hess, Tao Xing, and Mark Roll will be available for consulting.

## Section 3: Roles and Responsibilities

Connor Trulock is in charge of the budget and Team contract, Caleb Jo will organize the team meetings and Agendas as well as update the wiki page, and JT Sutton will be in charge of keeping team Meeting minutes and updating the team portfolio. The other roles will be assigned based upon each member's individual strengths and weaknesses. The member who is most proficient at each given role and has the time and inclination will assume responsibility for it. The key responsibilities associated with each role include timely completion, communication with other team members regarding completion or changes, and completing the tasks associated with each role to their full potential.

## 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 be open minded, communicate well and often, attend all meetings, and complete assigned action items. Members will not make independent decisions, skip meetings, arrive late to meetings, and will not fulfill a task half-heartedly. Should a problem occur that the team member is unable to individually resolve a conflict, the problem will be taken to the team as a whole to determine the proper course of action.

## 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 have full agreement on goals, form decisions that works with every member, and distribute work evenly. Members will not proceed with decisions and goals that not every member agrees on, unevenly distribute the work so that some members work much harder than others.

### 5b. Team Meetings

Our meetings will be held in the Gauss-Johnson Design Suite, on Mondays at 3:30 pm. The Meetings will be held to cover the main objectives, old business, new business, logbook completion, action items and any other relevant information to the project. Meeting minutes are to be written during the meeting, and later typed up and placed in our shared drive Minutes folder so that all members can view the minutes.

## Section 6: Individual Work

Team members are expected to work alone in many cases to complete work important to the team. Work will be assigned to the most competent member, and can be assigned at any point throughout the meeting, but will most commonly happen near the end of the meeting. Quality expectations will be established and verified by team members reviewing each other's work, and each member will look for improvements to be made, if any. Due dates will be discussed in meetings, and dates will be assigned that allow for quality work to be accomplished. If needed, our contact and mentor can verify that our dates are reasonable for project completion. The status of work in progress can be communicated at team meetings, but also via electronic format. All team members should be notified at the same time when a project progress update is announced.

**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. Individual documentation will be kept in each member’s respective logbook. Team documentation will be kept on the shared drive on the campus computers. Also, team documentation will be stored in the project portfolio as necessary. The method of contact between team members will be email, or text (preferably group text if important). Herbert Hess will be our means for contacting our client/outside stakeholders. Email is preferred so that all members can be included in the contact. Phone can be used as well, for a conference call or otherwise.

**Section 8: Conflict Resolution**

The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved. Conflicts will be addressed as soon as possible, usually when all team members are present. Face-to-face conflict resolution is the main method of resolving issues. Team dynamics will be described to mentors through scheduled meetings where project progress will be explained as well.

**Section 9: Amendments**

This contract will be kept electronically on the shared drive. This contract will be reviewed as necessary, and whenever it’s needed. The contract can be amended through a majority vote at a team meeting, then the team can review the changed contract after the amendment has been typed.

**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