

Senior Design Team Contact

Project Name: Tendon Stress Apparatus

1. Team Name and Mission

- a. Team name will be established 9/13
- b. We aspire to work effectively as a team to design, build and evaluate a non-contacting video system, to measure strain in tendons, that meets our client's needs.

2. Membership

- a. The team members consist of: Kelie Gonzalez, Craig Tedmon, Gretchen Gingerich, and Ben Perley.
- b. Dr. Nathan Schiele – Client
Dr. Dev Shrestha – Lead Instructor
Keegan Duff – Support Staff

3. Roles and Responsibilities

- a. Craig Tedmon will be in charge of the budget
- b. Ben Perley will be the primary client contact
- c. Kelie Gonzalez will organize team meetings
- d. Gretchen Gingerich will be in charge of team documentation
- e. Some other critical roles we will need are: coding, building, design, research
- f. Roles will be selected and assigned based on experience and want.
- g. Key responsibilities will be established among team members, documented for future knowledge, and will be discussed with the team mentor/lead instructor.

4. Team relationships

- a. Members will be respectful, punctual, considerate and reliable.
- b. Members will *not* be overbearing, disrespectful, disorganized, or pessimistic.

5. Joint Work

a. Purpose of Joint Work

- i. Relationships among team members will be supportive. Members will distribute work evenly, communicate and collaborate effectively.
- ii. Members will *not* establish a non-cohesive environment, be demeaning, or procrastinate.

b. Team Meetings

- i. Meetings will be held on Thursdays at 5pm at the James Martin Laboratory.

- ii. Team meeting agendas must include the previous meeting's discussions, all upcoming deadlines, any important team goals or documentation that should be addressed. Each meeting will include an up-to-date agenda for the current meeting.
- iii. Meeting minutes will be taken by Kelie G. & Gretchen G.

6. Individual Work

- a. Assignments to individual team members will be based on experience, and desire. All individual assignments will be discussed as a team.
- b. All quality expectations will be established and verified through a team discussion and deliberation.
- c. Due dates will be established with a team meeting as well as meeting with our mentor/lead instructor and client.
- d. Work status progress will be communicated to each team member during our weekly discussion and periodically to our client and mentor/lead instructor

7. Documentation and Communication

- a. Individuals will maintain an accurate and timely logbook of self and team achievements.
- b. The team will also keep a logbook with all collective achievements. The team will also present a portfolio with all relevant information and documentation.
- c. Communication among team members will be via email, text, and weekly meetings.
- d. The team will communicate with client and stakeholders via email and meetings so that the team can ensure no miscommunication.

8. Conflict Resolution

- a. The team will strive to resolve all conflict effectively and quickly. If for some reason conflict occurs it will be discussed amongst the whole team until a resolution can be established.
- b. If conflict does arise, the team dynamic should not be compromised. All conflicts and conflict resolutions will be discussed with the team mentor/lead instructor.

9. Amendments

- a. The team contract will be kept in the team binder. All members and mentor/lead instructor must possess a copy of the contract.
- b. The contract will be reviewed only when necessary.
- c. Contract amendments must only take place when the team establishes a $\frac{3}{4}$ vote towards the amendment and with mentor/lead instructor's approval.

10. Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with the 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
Kelie Gonzalez		
Gretchen Gingerich		
Craig Tedmon		
Ben Perley		