

Team Contract

Section 1: Team Name and Mission

Our team name is: Rainmen

The mission of team Rainmen is to use cumulative engineering skills to produce a cost effective solution to rain gauge sensors.

Section 2: Membership

The team members include: Peter Frankenfield, Nick Kirby, Steven Kaminski, and Alec Harrison

Our mentor is Dr. Pete Robichaud

Our instructor is Matthew Riley

Section 3: Roles and Responsibilities

Alec Harrison will be responsible for the budget

Nick Kirby will be primary client contact

Nick Kirby will organize team meetings

Peter Frankenfield will be responsible for team documentation

**What other roles are critical to team success?*

Equipment selection, integration, fabrication

**How will roles be selected/assigned?*

Roles will be assigned as the team sees fit, by majority vote

**What are the key responsibilities associated with each role?*

- a) *Equipment selection requires being on time with product selection, having a good general understanding of how the entire system interacts, and having a good sense of the budget in relation to equipment purchase.*
- b) *Integration requires close communication with the individual charged with equipment selection, to ensure that all of the equipment of the system works together. May require cross-disciplinary work.*
- c) *Fabrication involves the physical modification of material to form a structure to be used in our system. This requires a good visual sense of how parts are to be assembled.*

**all responsibilities require a high level of communication between team members, stakeholders, mentors and instructors.*

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 ... allow every member to provide input and voice their own opinions ... foster a positive moral environment ... resolve conflict in a responsible, mature manner.

Members will NOT ... allow any sense of superiority or alpha behavior to infiltrate the team dynamic

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... work towards ever higher levels of teamwork and collaboration between team members and stakeholders ... give all members a chance to learn new skills

Members will NOT... prevent any member or stakeholder from participation, or finish work on their own when the action item clearly indicated the problem was designated to be done as a team.

5b. Team Meetings

Team meetings are an important example of working together.

**Where and when will the team meet?*

The team will meet every Thursday at 3:30pm, in the GJ senior design suite. A no-show for these meetings will be recorded and noted during communication with mentors/instructors about team dynamics, and noted during peer review.

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

The written agenda from the last week will be reviewed, and a new agenda for the following week will be formulated. Brainstorming both future action items and regular review of long term goals.

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

The minutes of the meeting will be recorded by Peter Frankenfield with a laptop, and with other means as required.

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?*

Work assignments will be made during the team meetings through the agenda, but can also be formed during the week via the team email group. We will first observe our long term goals, and then go backwards from these main goals, eventually focusing on our work assignments.

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

Quality expectations will be verified through a constant process of peer review, to be performed at the weekly meetings.

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

Due dates will be established and verified at the weekly team meetings, through the written agenda.

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

The status of work in progress will be communicated through the group email system, with formal updates given at the weekly meetings. Although formal updates are on a weekly basis, all members are highly encouraged to send updates in real-time through the email system as well-especially when the work completed is related to another goal in the project.

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 to keep includes all data, ideas, and key communications governing any aspect of the project, in either written or typed form.

** What individual documentation will be kept?*

Logbooks will be kept and updated/reviewed with every meeting.

** What team documentation will be kept?*

Pictures and video of the teams work, wiki page, weekly team meeting notes, group emails

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

Primary contact is through the group email, though cell phones can also be used.

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

Primary communication is done with email to our stakeholders, as well as cell phones (through the assigned team member, Nick Kirby)

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?*

Individuals directly involved with a conflict may attempt to resolve the issue, taking breaks when emotions run high. If the conflict remains, a mediator may become involved (preferentially someone with neutral bias towards the issue).

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

Team dynamics will be communicated to instructors/mentors through the weekly meetings, and through email if needed.

Section 9: Amendments

** Where will this team contract be kept?*

The team record keeper (Peter Frankenfield) will keep multiple digital copies, and a hard copy in a locker in GJ

** How often will the contract be reviewed?*

A copy of the contract will always be at hand during our weekly meetings, and reviewed during these meetings when deemed appropriate by any member of rainmen, our mentor, or instructor.

** How can the contract be amended?*

The contract may be amended after agreement between either: a yes vote from at least 3 members **or** a yes vote from 2 members and a yes vote from the instructor. The instructor will only become involved after all steps of conflict resolution, mentioned in section 8, are performed and do not resolve the issue.

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