

Team Contract

Section 1: Team Name and Mission

Team Name: Children of the Corn

Mission: To create a Marketable product that is durable and user friendly to the agricultural industry.

Section 2: Membership

Team Members

- Spencer Hauck
- Drew Owens
- Justin Nesbitt
- Joshua Warnick

Mentor

- Daniel Robertson

Section 3: Roles and Responsibilities

Responsibilities for the team include but are not limited to:

- Spencer Hauck
 - Portfolio Assembly Manager
- Drew Owens
 - Wiki Page Manager
- Justin Nesbitt
 - Organization of Meetings, Agendas, & Minutes
- Joshua Warnick
 - Financial Manager

Any other responsibilities will be decided democratically.

Section 4: Team Relations

Relationships among team members will support full and respectful engagement of all members for the benefit of the entire team.

As a team members will:

- Listen
- Respect each Other
- Be Timely
- Communicate effectively
- Be Prepared
- Do their best to be an effective Team Player

As a team members will NOT:

- Be idiots
- Disruptive

Section 5: Joint Work

5a) Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.

With Regards to Joint Work members will:

- Share work as equally as possible
- Be vocal about concerns
- Make decisions democratically
- Communicate in an effective and timely manner

With Regards to Joint Work members will NOT:

- Be disruptive
- Hinder the project

5b) Team Meetings:

- Meeting times, dates, and locations will be decided at the previous meeting
- The Minutes will be typed and emailed out to the team after each meeting and will address:
 - What was done at the meeting
 - What needs done for the next meeting
 - Upcoming milestones and other important dates within the project
- The Agendas will also be typed and emailed out before each meeting and will include:
 - The time, place, and date of each meeting
 - What is to be covered at that meeting

Section 6: Individual Work

Team members are expected to work alone in many cases to complete work important to the team.

- Work assignments will be decided through a democratic process.
- Quality expectations and verification will be established by clearly listing expectations for each individuals work, and by reviewing work as a team.
- Due dates and progress reports will be recorded using a Gantt chart to clearly communicate progress on the project.

Section 7: Documentation and Communication

The team will maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to team mates and key project stakeholders.

- Each team member will keep individual documentation in an engineering log book.
- Team documentation will be kept through Meeting Minutes, a Portfolio, and the Wiki page.
- Phones or e-mail will be used when communicating with team members or client.

Section 8: Conflict Resolution

If conflict between members arises, the team will use team intervention or mediation to resolve the conflict quickly while addressing concerns as best as possible.

- If the team is unable to solve the conflict, external mediation through team instructor may become necessary.

Section 9: Amendments

- Copies of this contract will be kept in a team portfolio and online.
- The contract will be reviewed as deemed necessary by the team.
- Changes to the contract may be made at any time, but must have unanimous consent of all 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 signature, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date
