Group 3 Team Contract

ECE2799

We of the undersigned do hereby agree to do each of the following listed below. We will adhere to all of these conditions for as long as the project is in session. The following is our current meeting dates:

- Monday – Homework Review Meeting - Night
- Tuesday – Design Review Meeting – Anytime
- Wednesday – TBD
- Thursday – Assign Tasks
- Friday – Senior TA Meeting – 1:00PM
- Saturday – Individual Work
- Sunday - Individual Work

- Come to meetings prepared and on time
- All project related e-mails must be sent to all group members
- Any time a member is absent, the absentee must present a valid excuse before hand
- Any project related decision must be agreed upon by all parties. If there is a disagreement then there will be a discussion relating to the decision. If a decision is not agreed upon within 20 minutes then it will be tabled and will be brought up later.
- Any formal meeting may be re-scheduled 24 hours in advance prior to the meeting time.
- Any conflicts must be settled in a face-to-face meeting. Every member is responsible for bringing up any issue they may have about the project or its members.
- Every member is responsible for bringing up any concerns about the quality of work related to any member. If a conflict arises it will be settled using the rules above.
- Rewards will be given at the end of each milestone and will be determined at a later time.
- The consequence of not completing a goal for the project will result in person paying for reward.

Signatures:
Group 6 Contract

All those who sign this form agree to abide by the rules as stated below:

Agendas/meetings: punctual meetings, no tardies, 1 hour prior if missing, no penalties for cancelling, but may need reschedule if appropriate, need agenda if none, go home

Decisions: team leader when appropriate, or as assigned, by team consensus 2/3 majority, if 1/3 all around rock, paper, scissor. If more serious go to TA or Professor.

Team conflicts: cease of work until neutral third party can mediate, professor of TA or other, if specific area, continue work on other areas

Quality of work: keep quality up, formatting as examples online

Individual letdown: sooner rather than later notify, if serious go higher up, try reassignment of work

Feedback: all members’ opinions are respected and encouraged

Awards: at end of project there will be much rejoicing and possible foods

The following signatures confirm the above rules to govern all that happens for this project. Can be amended at any time with 3/3 vote.
Vision Statement

Our vision for this project is to gain experience in the design process, work well together as a team while preserving individual creativity, design a functional set of solar powered Christmas lights addressing the specific needs of our market while staying within budget and time constraints, and to have a lot of fun in the process.

Goals

- To effectively use solar power to provide electricity to our product
- Have a working model of our product by December 8th, 2008

Rules and Structure

We, the members of Group #1, hereby agree to the following terms of this contract for the course ECE 2799: ECE design for the entirety of term B, 2008:

- No one person will do the bulk of the work. Each person must do an equal amount of the work. Assignments will be done collaboratively, equally spread throughout the group members.
- Each member agrees to attend all group meetings on time and to come prepared with any research or work expected of him/her. Advance notice of 4-5 hours before a meeting is required if you are unable to attend. Class attendance is also expected of each group member.
- We agree to work around each other’s personal schedules for group meeting times. Meetings will be determined on a week to week basis depending on each member’s schedule and amount of work needed to be completed.
- Assignments should be completed to the best of each person’s ability and the coordinator of each assignment will be based on each member’s personal strengths. Assignments should be completed on time, preferably ahead of time to allow for corrections.
- All members of the group should be respectful of other’s opinions and suggestions and no one should fear embarrassment from suggesting anything. There are no bad suggestions. No one should be afraid of asking another group member for help with anything.
- If a member has a problem with another member, try to communicate with them and try to come up with a compromise. If no compromise is able to be made, outside sources may be called in for mediation.
- Meetings should be focused on the task at hand. Don’t get caught up on what is to come and don’t get stuck in the past. Focus on the here and now to avoid stress and overwhelming.
- At the end of each meeting, the next meeting time and the agenda for that meeting will be determined. Each member will record the meeting notes in their lab notebook.
- A celebratory party will be planned upon the final completion of the project.
- Have fun and don’t take yourself too seriously. 😊
Contract

I. The Group
   a. The Names of the individuals who comprise the group are
   b. The members will work together under the guidance of the project manager, the TA,
      and Professor Bitar.
   c. The group is encouraged to communicate as much as possible either in person or via
      email.

II. Meetings
   a. Meetings without the TA will be held every Sunday at a time to be determined earlier in
      the week, or Monday at 12:30 PM.
   b. Meetings with the TA will be held every Thursday at 12:30 PM or at the discretion of the
      group and the TA.
   c. Meetings that have been scheduled are mandatory, and every member of the group
      should make all efforts to attend.
   d. Meetings may be rescheduled as necessary.
   e. A member of the group may be designated to take notes as to be determined by the
      members of the group.

III. Accountability
   a. Failure to meet with the group under the conditions set forth in Article III will result in a
      Moderate Talking-To by the other members of the group.
   b. Failure to complete project requirements as discussed in the meetings will result in a
      Severe Talking-To by the other members of the group. Additionally, the receiver of the
      Severe Talking-To will have to appease the other members in a way that is determined
      to be suitable for the severity of the incident.

IV. Structure
   a. Project Manager
      i. The role of the Project Manager is to assure that the project runs smoothly and
         that the group is running as efficiently as possible.
      ii. The project manager should encourage communication and teamwork between
          the members of the group.
iii. Should the need arise to confront a member about problems with group dynamics, the project manager will be required to arrange all meetings and communication needed for proper conflict resolution.

iv. The project manager, with input from the group members, will create a proper goal schedule and make sure each member stays on track.

b. Other Roles

i. Other roles may be assigned and reassigned on a case-by-case basis, as warranted by the current needs of the group.

ii. Each member is expected to complete the tasks assigned to them within the allotted time.

We, the members of Team 5 for ECE2799 of Term-B 2008, agree to the following terms and conditions of the project. If I have any issues with parts of the contract, I will make them known as soon as possible to the Project Manager, the TA, or Professor Bitar.