

ECE 3400, Semester # Fa '18, Team #2

Team Members: April Chen, Brian Dempsey, Elliot Sotnick, Jaylen Keith

General Information:

1. Our team will only be known as “The Purple Cobras.”

Procedures:

1. There will be 4 administrative roles on the team: leader, scribe, web developer, and photographer. Individuals will cycle through these positions in this order.
2. Other than given class and lab time, this team will meet weekly on Monday after lab until 6:00pm.
 - a. If other meeting time is needed, we will discuss at the end of the previous meeting.
3. Our preferred method of communication will be text message.
4. Our decision-making policy will involve a majority vote (3 out of 4 team members must approve) or a new idea must be proposed.
5. The leader will set the agenda at least 15 minutes before our Monday lab period. We will upload the agenda to the Google Drive folder so that each member will be able to read it before the lab period. The leader will be responsible for ensuring the team follows the agenda, however if the leader and team decide that the team should take a detour to discuss something else, this will be allowed. If the team becomes off-track with their discussion, the leader is responsible for bringing the conversation back to topics on the agenda.
6. Notes will be taken during meetings by the scribe. These notes will then be posted to the Google Drive so that everyone can reference them. All agendas and minutes will be in the Google Drive.

Expectations:

1. Quality
 - a. At a minimum, by the end of the semester the robot should be able to perform all competition tasks reliably.
 - b. Each deliverable must be reviewed by another member of the team. If it is technical, the reviewer must understand and approve of the technical content.
2. Team Participation
 - a. During team meetings, the team will discuss which tasks each person will have for the week. Members should feel comfortable with the tasks they are assigned, and if not, the tasks should be reorganized such that each member is comfortable.

In the case that no one is comfortable doing one task, this task will be given to different members each week.

- b. At the beginning of meetings, each member will discuss what they have been working on including: the progress they have made, how the member feels about working on this project, and if they have any concerns. After this time, members will have time to propose new ideas to each other and a discussion will follow, ending in a vote before a new idea is accepted.
 - c. The leader will mainly be responsible for keeping other members on task both during meetings and while members are working individually. However, if another member realizes one of their fellow team members is neglecting to do the work they have been assigned, they should personally talk to the other member.
 - d. Our leadership style will be informal. Each member should take it upon themselves to complete the tasks they have been assigned, report back to the team if any issues arise, and to ensure the team is running as smoothly as possible. The group leader will mainly be responsible for creating the meeting agenda, ensuring the group follows the agenda, and ensuring members show up on time to meetings. If a more significant problem arises in the team (ie a member shows up late repeatedly, a member is not completing their tasks, etc), it should not be solely the leader's responsibility to address this situation. Instead, the team should call a meeting and as a group, discuss why the problem is occurring, and how best to avoid it in the future.
3. Personal Accountability
- a. All members are expected to attend all team meetings and to arrive on time. They should also be focused on their task during the time.
 - b. Each member is expected to be responsible for completing their tasks by the deadline. If any team members are struggling to complete a task, they are encouraged to communicate that to the team.
 - c. Team members should communicate (through text, unless all team members are physically present):
 - i. Any changes to the robot, code, or circuitry
 - ii. Inability to complete a task or attend a meeting on time
 - iii. Completion of a deliverable
 - d. Members should be fully committed to finishing the tasks they have been assigned, and if they feel they will be unable to, should message the group.
4. Consequences
- a. Team member will initially be verbally warned for the first 3 violations of this contract during the team meetings.
 - b. If this is not sufficient, the team member will have to buy food for the next meeting.

Leadership:

Week 1-4 (Start-up, Lab 1, Milestone 1): April Chen

Week 5-8 (Lab 2, Lab 3, Milestone 2): Elliot Sotnick

Week 9-12 (Lab 4, Milestone 3): Jaylen Keith

Week 13-16 (Milestone 4, competition, final report): Brian Dempsey

- I participated in formulating the standards, roles, and procedures as stated in this contract.
- I understand that I am obligated to abide by these terms and conditions.
- I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.

1. April Chen 8/31/2018
2. Brian Dempsey 8/31/2018
3. Jaylen Keith 8/31/2018
4. Elliot Sotnick 8/31/2018

Period 1:

Role	Person
Leader	April
Scribe	Brian
WD	Jaylen
Photo	Elliot

Period 2:

Role	Person
Leader	Elliot
Scribe	April
WD	Brian
Photo	Jaylen

Period 3:

Role	Person
Leader	Jaylen
Scribe	Elliot
WD	April
Photo	Brian

Period 4:

Role	Person
Leader	Brian
Scribe	Jaylen
WD	Elliot
Photo	April