

## Team Contract

Team Name: Helios at Lafayette

Date: 9/26/22

<b>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</b>
Have a physical prototype by the end of the academic year. Learn valuable industry knowledge and gain professional experience (such as interacting with stakeholders). Solve a problem that affects a large array of people. Meet all project deadlines.
<b>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</b>
If not going to make it to class, communicate to team/professor Van Asselt ASAP. Text the group chat once your work is ready to be reviewed. Go over meeting minutes if you could not make it to meeting. Put in your best effort on your responsibilities. Listen to others and be open-minded.
<b>BEING ADVISED: How do we want to make use of our faculty advisor, Professor Van Asselt? How will her efforts best contribute to our goals above?</b>
Access to lab equipment/facilities. Make sure we stay on track. Keep us informed on the budget/organize purchase requests. Give us insight on industry experience. Guide us by filling in knowledge gaps or providing helpful sources.
<b>BUILDING COMRADERY: How do we want to bond as a team? What can we do to strengthen our team dynamic?</b>
Go out to at least one dinner (budget allows one a semester). Work together whenever possible.
<b>POLICIES &amp; PROCEDURES: What rules can we agree on to help us meet our goals and expectations?</b>
Meet deadlines. Leave enough time for editors to review and finalize deliverable material. Individual drafts must be done by the end of Thursday morning meeting. Have work done by Monday meeting the day of deadline for final review. Notify the team in a timely manner if help is needed - no later than Thursday. Plan ahead and create a schedule to stay on track. Once deliverable guidelines are released, assess the Gantt chart in next meeting for all the tasks needed to be done

**CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?**

If someone fails to communicate that they cannot complete their responsibilities or has no valid excuse for doing so, they must explain their situation to the team and do one of the following:

1. Wear a dunce cap during the lunch Monday meeting,
2. Propose a solution to make up for their incomplete work/absence.

These two options must be agreed upon by the team unanimously in the form of a vote.

We share these goals and expectations, and agree to these policies, procedures, and consequences.