

Course	ECE 3400
Semester	Fall 2018
Team	19

Team 19 Contract for Intelligent Physical Systems Robotic Project

Team Members:			
s/n	First & Last Name	Email	Mobile contact
1	Asena Ulug	ayu2@cornell.edu	443-845-3024
2	Cynthia Zelga	cnz5@cornell.edu	201-398-3036
3	John Chukwunonso Nwankwo	jcn84@cornell.edu	862-215-5333
4	Robert Morgowicz	rjm448@cornell.edu	424-212-1840
5	Laasya Renganathan	lpr46@cornell.edu	919-523-3221

1. Contract Purpose

This contract document shall serve as a means of accountability to every team member for the collective purpose of participation and completion of the entire course work.

2. Team Procedures

2.1. Team Meetings:

- Aside from the regular weekly in-class meeting hours and weekly lab, the team hereby agrees that it would meet at least once a week at the below days, time and venue throughout the duration of this course.
 - Meeting Venue: Duffield/Upson, meet in Atrium
 - Meeting Time: Monday 2:20-2:50pm, weekly. These meetings are essentially mandatory
- Additional meetings (during open lab hours or otherwise) will be scheduled on a case-by case basis.
- If for any reason a member cannot be present, it is the sole responsibility of the member to communicate with reason at least 24 hours before the next agreed meeting day through the groups agreed means of communication and to hand in a detailed report of any task given to the weekly Team lead.
- It is agreed that all members shall alternate the role of team leader and meeting parliamentarian as specified in the latter part of this contract.

2.2. Method of Communication

As communication is a very vital part of every team, we have adopted three modes of communication outside our weekly meetings for the purpose of this project.

- Email:** This would help with the decimation of documentations such as minutes of meetings, reminders and project timeline updates and shall be every team member's university emails as detailed in this contract.
- Shared drive:** This would be a means of sharing documents, minutes, agendas, images and videos at a central location.

3. **Group me chats:** This would serve as an instant messaging system for announcements and a platform where every group member could receive instant notification of other members concerns, task update and provide instant feedback.

Note: All other in-class means of communication still holds for issues that has to do with the course at large.

3. Team Leadership

As a team, we have accepted to undertake the role of leadership around the schedule below.

Team Meetings Schedule			
s/n	Period	Leader	Task
1	Week 1-4	John	Start-up, Lab 1, Milestone 1
2	Week 5-7	Robert	Lab 2, Lab 3.
3	Week 8-10	Cynthia	Milestone 2, Lab 4.
4	Week 11-13	Laasya	Milestone 3, Milestone 4.
5	Week 14-16	Asena	Competition, final report

3.1. Team leader roles: During this period, the team lead would:

1. Be responsible for organizing weekly meetings.
2. Make sure that all deliverables are submitted in a timely manner.
3. Prepare and send out the meeting agenda, a day ahead of the meeting by the agreed means of communication in this contract.
4. Appoint a parliamentarian that would work with the leader during the leadership period.

3.2. Parliamentarian

1. Keep the meetings under the scheduled time frame
2. Take and prepare the minutes of every meeting and send it out a day after the meeting by email to members by email.

4.0. Teams Decision-making policy

The team has decided that all decisions and policies shall be made in a consensus manner. This allows all team members to come to agreement on an approach to resolutions.

5.0. Team Expectations

5.1. Work Quality:

- . Published/Site Work: High standard of quality, expected to be proofread and professional. We will always peer review our work on the website.
- . Lab Documentation: Be thorough. Take pictures at every step of lab assignment. Video when necessary.
- . Code: If code will be referenced in the site, for lab documentation, or is likely to be used for future work, please make it readable and understandable to other members of the team (i.e. comment your work when necessary).

- . Personal/Extraneous Work: Individuals/ sub-teams will be expected to finish their work prior to the deadlines set by the team leader. If any individual feels overwhelmed and does not think they will be able to finish their assignment by the deadline, then they must inform the rest of the team and the team will figure out how to help to get work done in time.

6.0. Strategies to fulfill these standards:

6.1. Team Participation:

- . Strategies to ensure cooperation and equal distribution of tasks: The team leader will delegate and monitor all tasks. Members may appeal to be on certain tasks or switch tasks if work is unproductive and the team leader will take these suggestions into account when delegating work.
- . Strategies for encouraging/including ideas from all team members (team maintenance): We will brainstorm prior to beginning a new task and we will not begin the task before reaching a consensus.
- . Preferences for leadership (informal, formal, individual, shared): As outlined previously, one team member will hold the role as team leader for specific weeks and will be responsible for the tasks listed above. In addition to this, all team members should share the responsibility of avidly propelling our group forward in terms of progress and staying on task.

6.2. Personal Accountability:

- . Expected individual attendance, punctuality, and participation at all team meetings:
- . Individuals are expected to be as punctual as reasonably possible for outside team meetings (allowing for some uncertainty for having to walk between buildings). All members are expected to be at their assigned lab section at or before the stated start time (7:30pm).
- . Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
- . All members are expected to complete their work and have it up to above standards of quality before their assigned deadline. If work completion is unfeasible in the given time frame, it is the responsibility of that member to notify the team leader and discuss options for extension or offloading of work.
- . Expected level of communication with other team members: Our primary mode of communication is GroupMe. All members of the group are expected to update other team members of progress and to also check in on others' work to ensure we are on track. If anyone ever has any questions or is unclear about something, they should reach out to other team members and get in contact.
- . Expected level of commitment to team decisions and tasks: As mentioned above, our team decisions are made by consensus. Therefore, all members agree with decisions and should be committed to them. Each team member will be assigned to focus on a specific sub-task for the week, which they are responsible for completing. If they are

experiencing difficulty they should communicate with the team and voice their concerns.

7.0. Consequences for Failing to Follow Procedures and Fulfill Expectations

- . Each member of the group hereby agree to abide by the expectations set in this contract, however it is understandable that sometimes these may not be met. In the case of a first infraction, the team member would be excused, but for the second one, the offender will have to provide food to the rest of the team at the following meeting, while keeping in mind that a third would require a group decision.
- . Describe what your team will do if the infractions continue:
- . In the event of continued infractions, the rest of the team (excluding the offender), will decide how to proceed as necessary. This will most likely be a group discussion with a team counselor or Professor Petersen.

8.0. Deadlines

In line with the expectation of the class work, we have decided to give ample time for all submissions.

s/n	Tasks	Due
1	Web-update	3 hours before mid-night of every Friday.
2	Lab report	Due before Friday class/discussion session.
3	Milestones	Due before Mondays weekly meeting

9.0. Attestation

This document shall stand as a working document for the team and can only be amended by a unanimous agreement of all team members and the new contract shall be referred to as a preceding version with all member signature appended.

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

Document Version: 1.0			Prepared by: All undersigned
s/n	First & Last Name	Sign	Date:
1	Asena Ulug	ayu2	08/31/2018
2	Cynthia Zelga	cnz5	08/31/2018
3	John Chukwunonso Nwankwo	jcn84	08/31/2018
4	Robert Morgowicz	rjm448	08/31/2018
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