

## Spring 2023 ECE 445 Team Contract

**Instructions:** The content of this document should be specific to your goals and needs. Ideas for the content of each section are provided as suggestions.

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<b>Project No. and Name</b>	<b>Smart Defroster, Team 49</b>
Member Name, netID	Brad Palagi, bpalagi2
Member Name, netID	Ben Civjan, bcivjan2
Member Name, netID	Payton Thompson, pthomp22

ECE 445 is a project-based course. The course includes both team and individual grades. Project teammates generally all get the same grade for team assignments based on the expectation that all team members do their fair share of the work involved. The purpose of this contract is to lay out the tasks needed for the successful completion of the project and distribute them in a fair and efficient way to the team members. It will also discuss how the teammates will work together during the project and address any issues that come up. A contract that promotes good teamwork that leads to a successful project should:

- Acknowledge that each team member has commitments and responsibilities outside of ECE 445
- Encourage open communication about challenges that team members are facing, both in and out of ECE 445
- Give team members the benefit of the doubt and the opportunity to explain themselves when something goes wrong and resist jumping to judgment

### Project Description: *Short description of project*

We propose a meat defrosting container that will defrost a frozen chicken breast both quickly and evenly. Using an insulated container with a heating element to warm the air we will use heat conduction to thaw the meat efficiently without cooking it. This device will be extremely easy to use and provide a hands-off experience between placing the meat inside the container and removing it once it has thawed.

### Project Goals: *If the team is successful in its purpose, what hardware and software achievements will attest to this?*

The overall requirement for a successful project is a device that will power a heating element and display the current surface temperature until the frozen meat has defrosted when it will sound a buzzer. We will also determine success based on the time our device thaws chicken compared to other defrosting methods and that the device is safe and washable.

**Expectations (ground rules) for each member:** *Try to list six or more minimum expectations. Consider aspects such as preparation, participation, feedback, responsiveness, etc. Try to explicitly list anything that could potentially turn into a problem. Find ways to encourage everyone to communicate (this may also fall under “tasks”).*

1. Communication - each team member will respond within 12 hours to group messages or email.
2. Adhere to group assignments - when assigned a task group member will efficiently complete the task, or communicate struggle when encountered.
3. Be respectful - allow each other to share ideas openly, listen to and engage with each other.
4. Accept constructive criticism - listen to criticism expressed by others, and attempt to improve upon the issues discussed.
5. Stay organized - we will keep shared documents with each other, in order to use time efficiently and respect each other's time.
6. Ask for assistance - stay in communication with each other and understand who to approach for assistance when needed.
7. Learn and be curious - always search for improvements in our project, and stay passionate throughout the journey of creating our device.

**Roles:** *Do you see this team performing well because everyone works together and contributes equally? Are there certain aspects of the project that some teammates excel at? Can tasks be spread among individuals to optimize progress toward the final product?*

We believe we will perform well as a group working together. In the past we have worked together and have built trust and confidence amongst ourselves. For this reason, we know that everyone will be vigilant in their work and ready to contribute to our overall success. We are very familiar with each other so we know we can rely on our communication to stay up to date with each other. Thus far we have consistently met up to work with each other. Although, when we have simpler tasks which can be handled by an individual we will attempt to spread the work evenly.

**Project Meeting Time(s):** *The team will meet at the scheduled team meeting with TA each week. Can you also preset an ideal time for team meetings in the lab (your team may need to sign up for lab bench access)? Is your team interested in meeting to work on other aspects of the course together such as project research?*

Our TA meeting is scheduled for 2:10 on Thursdays. We try to be flexible with our schedules to meet whenever possible, and we will set 12:30 on Tuesdays as our weekly time to meet with each other. We have worked together in person many times throughout the semester already to work on different documents and research.

**Agenda:** *Who will set the agenda? Beyond the weekly meetings with the TA, what will the team do to ensure that it stays on track during the semester? When a decision needs to be made, will it be approved by consensus or majority vote? Will a team member be appointed to keep records?*

Ben will be in charge of setting the agenda. To ensure that the team stays on track during the semester we will have meetings twice a week with our team (Sundays and Tuesdays), in addition to our Thursday meetings with the TA. This will prevent any member from letting their assignments go unfinished. It will also keep us on a steady pace and prevent weekly procrastination.

**Process and penalties for dealing with team issues:** What happens when ground rules are broken? Who intervenes? What happens if the situation escalates? Always remember not to jump to judgment. Give group members the benefit of the doubt and the opportunity to explain themselves when something first goes wrong. TAs and instructors are available to help resolve issues.

When a ground rule is broken, one of the other two team members will be in charge of issuing a warning. If after two warnings the behavior has not changed, then the other team members will schedule a chat time with the offender to elaborate and clarify the problem, as well as offer solutions.

If the situation remains unresolved, it will be brought to the attention of our TA at the weekly meeting. If need be we will work with the TA to escalate to the instructor.

**End-of-term agreement on using final peer assessment for grade adjustment:** Do you believe that this contract should hold your team accountable to its contents or that it may hold little value? There will be two formal peer assessments this semester. The first is used only to provide honest, constructive feedback to each team member. The second peer assessment affects a teammate's grade. Without accountability, many promises go by the wayside.

We have all worked together in the past and look forward to working with each other throughout the semester and do not foresee any issues. We each hold value in this agreement and will take responsibility for ensuring we uphold our end.

**Signatures:** Iterate on this document until everyone is comfortable with its contents and signs (it is okay to type your printed name as your digital signature).

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*I affirm that I participated in generating this team charter and that I will abide by its contents to the best of my ability. Furthermore, I understand that failure to meet the expectations expressed here can lead to the stated consequences.*

netID: \_\_\_\_\_bpalagi2\_\_\_\_\_ (digital) Signature: \_\_Brad Palagi\_\_ Date: 2/27/2023

netID: \_\_\_\_\_bcivjan2\_\_\_\_\_ (digital) Signature: \_\_Ben Civjan\_\_ Date: 2/27/2023

netID: \_\_\_\_\_pthomp22\_\_\_\_\_ (digital) Signature: \_\_Payton Thompson\_ Date: 2/27/2023