

# EG 1004 Teamwork Agreement

Each semester-long design project team is required to draft a teamwork agreement, which is a contract that lays out the expectations of each team member. The teamwork agreement should be used as a reference point for teammates, TAs, and faculty when discussing any issues related to team dynamics this semester. Please submit a PDF of your completed and signed teamwork agreement to [eg.poly.edu](http://eg.poly.edu) at 11:59 PM the night before Skills Workshop 5. This assignment will be graded based on completion.

The teamwork agreement should include the following details:

**1. Roles and responsibilities of each member of the project.** Here are some common roles and responsibilities that our students have used in the past. You may use these roles and responsibilities as listed, revise them as you see fit, or define your roles to the needs of your project. Remember that all SLDP assignments receive a group grade, and these roles and responsibilities are intended to help distribute work, but that all team members are responsible for the timeliness and quality of all submissions. All teammates are expected to collaborate on the assembly of the prototype, troubleshooting any issues as they arise, and on deliverables throughout the semester.

The Design Lead will oversee the design and assembly of the prototype. Their responsibilities will be to:

- Research appropriate components and manufacturing methods for the prototype
- Solicit feedback from teammates to refine prototype design
- Produce technical plans using CAD, Bambu Studio, and other software as needed

The Circuitry Lead will oversee the design and assembly of electronic circuits for the prototype. Their responsibilities will be to:

- Research appropriate electronic components and hardware for the prototype
- Solicit feedback from teammates to refine circuit design
- Produce technical plans such as circuit diagrams as needed

The Coding Lead will oversee the creation and implementation of code for the prototype. Their responsibilities will be to:

- Research appropriate libraries and reference code for the prototype
- Solicit feedback from teammates to refine code
- Produce technical plans such as code flow charts as needed

The Project Manager will oversee the day-to-day operations of the team. Their responsibilities will be to:

- Produce and maintain the project schedule with tasks delegated, deadlines listed, and task statuses updated
- Ensure that each teammate remain on-task and maintain up-to-date records of their progress in the engineering notebook
- Manage team submissions, ensuring that Google Drive and website submissions comply with assignment deadlines and expectations

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**2. A communication plan, which detailed communication channels, meeting cadence, and meeting locations.** Teams should discuss and describe how often they would like to meet and the duration of each meeting; how they will communicate for the duration of the project and expectations for response times from each member. All teams are expected to share information and files on the Google Drive shared by their mentor.

**3. Decision-making processes for the team.** Teams should outline how they will reach a consensus on project-related decisions throughout the semester, including steps for resolving disagreements or conflict.

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As a team, please respond to the following prompts.

Identify the primary responsibilities of each teammate.

*Ex. Teammate 1 Name: Shannon*

*Primary Responsibilities: Shannon will be the design lead for our team. She will be responsible for researching mechanical components for the project, drafting technical plans in CAD for our team to review, and delegating any tasks related to manufacturing components for our project.*

What will be your main communication channel? What is an acceptable response rate for asynchronous communications?

*Ex. Our team will use Discord for day-to-day communications. We expect all teammates to respond within 24 hours, unless they let us know that they cannot for any reason such as a family emergency.*

How often do you plan to meet? Where and when?

*Ex. Our team will meet twice a week. We will meet in the Open Lab Tuesdays from 2-4 PM and on Zoom Sundays 12-1 PM. We may add additional meetings later in the semester if we need to.*

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How will you make decisions as a team? How will you address disagreements or conflict?

*Ex. We will let each team lead make the primary proposals/decisions to pitch to the rest of the team and discuss together. We will do a vote to come to a consensus. If we can't come to a consensus, we will try to talk things out with each other, and otherwise refer to our lab mentor and professors for help.*

Signed:

\_\_\_\_\_  
Teammate 1

\_\_\_\_\_  
Teammate 2

\_\_\_\_\_  
Teammate 3

\_\_\_\_\_  
Teammate 4