

Team Name:

SWORDSMITHS

Team Members and Roles (example roles are on last page).

Name	Role	E-mail Address	Phone Number	Hours in Lab*
Blake Schlesinger	Project Manager	bschles@okstate.edu	405-996-0310	F 4:30 – 7:00
Ben Jespersen	Lead Engineer	ben.jespersen@okstate.edu	918-289-4600	M,W 10:30 – 12:00
Austin Allen	Functional Specialist (Assembler)	aaustil@okstate.edu	918-576-8742	F 4:30 – 7:00
Brandon Hogue	Treasurer	bshogue@okstate.edu	918-384-8165	
Christian Coffield	Proofreader / Editor	ccoffield93@yahoo.com	405-414-4091	M,W 8:30-12:00
Derrian Glynn	Devil's Advocate / Mediator	derriag@okstate.edu	214-708-9863	T,R 12:00 – 2:00

* Hours in Lab are the days and times each team member commits to be physically present and working in the design lab and can meet with the instructor, TA's, or other students.

Description of Roles (if new roles are chosen):

Treasurer: In charge of purchase order PO requests from team members

Team Meeting Time:

Every __Tuesday and Thursday__ (day) from __3:15__ to __5:30__ (time)

Responsibilities of the Team (Delete, change, or add to the example list below)

1. All team members are responsible for showing up to a meeting or notifying the team leader at least 24 hours in advance if they cannot make a meeting.
2. The team meeting will start exactly at the time scheduled.
3. Team meetings will last approximately __2__ hours.
4. The team will share the cost of project expenses only if they are approved in advance by the project manager and lead engineer and if the person who bought the supplies has a receipt (physical or electronic). Only the designated team member outlined in the responsibility description section is allowed to make purchase orders (the Treasurer).
5. Team members will notify the rest of the team at least three days in advance if they are unable to meet their responsibilities or complete any portion of the project.
6. Each team member is responsible for writing their portion of the project report at least four days before the report is due.
7. It is the responsibility of each team member to ensure spelling and grammar on their section of the report is correct.
8. All team members must clean up the work area and store equipment as soon as they are done.

Responsibilities of Individual Team Members

Name	Responsibilities
Blake Schlesinger	Planning team meetings, Keeping team members up to date on deadlines, Documentation and presentation and discussion with professor and TAs, Working with Lead Engineer to ensure project meets design requirements
Ben Jespersen	Overseeing system integration, Microcontroller selection and programming
Christian Coffield	Microcontroller programming, Mechanical enclosure design
Derrian Glynn	Microcontroller programming, Mechanical enclosure design
Austin Allen	Hardware board design, Hardware design verification and soldering, Enclosure assembly
Brandon Hogue	Ordering parts, Hardware design

Incentives: What rewards for extra effort or skills will the team recognize?

Add, Delete, or Change examples below

Extra Effort or Skill	Reward
Helping another team member complete their project.	+ 5 points on evaluation
Completing project for a team member who fails to do so.	+ 20 points on evaluation
Doing more than their share of the report.	+ 5 points on evaluation
Always being available to help when needed.	+ 5 points on evaluation
Having knowledge or skill without which the team could not complete project.	+ 10 points on evaluation
Resolving conflict within the team.	+ 2 points on evaluation
Having an extremely positive attitude.	+ 2 points on evaluation
Taking on extra jobs no other team member wants to do	+ 5 points on evaluation
Taking on extra jobs no other team member can do	+ 10 points on evaluation

Penalties: What penalties for non-performance will the team assess?

Add, Delete, or Change examples below

Extra Effort or Skill	Reward
Requiring help from another team member complete their project.	- 5 points on evaluation
Failure to meet a major deadline resulting in extra work for the rest of the team.	- 15 points on evaluation
Failure to do their share of the report.	- 10 points on evaluation
Poor work on report that needs extensive editing.	- 5 points on evaluation
Causing conflict within the team.	- 5 points on evaluation
Having an extremely negative attitude.	- 2 points on evaluation
Does not do small jobs such as cleaning up workbench	- 5 points on evaluation
Misses a meeting without prior notice	- 10 points on evaluation
Consistently late to meetings or lab session	- 5 points on evaluation
Causes team to miss a milestone	- 20 points on evaluation

Other Items or Exclusions Not Explicitly Listed Above
Add, Change, or Delete examples below

- Only one of the two established Team Meetings is required to be attended. Both are encouraged.

I have read, contributed to, and agree to the stipulations outlined in this contract. I acknowledge that this document will be used by my team members and myself to evaluate the other members on the team. I recognize that this evaluation is used to weight the grade in this course and agree that not performing on the team can seriously impact my grade.

Print Name	Sign Name	Date
Blake Schlesinger		
Ben Jespersen		
Christian Coffield		
Brandon Hogue		
Austin Allen		
Derrian Glynn		

List of Possible Team Member Roles

Task Roles contribute to the completion of the team's tasks:

Project Manager: initiates discussions, facilitates meetings, manages meeting times, keeps team on schedule, resolves disputes.

Functional Specialist: focuses on completing a subtask (list subtask on contract)

Proofreader/Editor: proofreads and/or compiles written work, makes necessary changes.

Ambassador: responsible for interactions with instructor, TA, and other teams.

Technician: responsible for equipment inventory, acquiring parts, arranging and coordinating tasks like PCB milling or machine shop.

Scientist: performs research of possible solutions and literature reviews, in charge of design and simulation.

Maintenance Roles contribute to team maintenance or how the team manages itself.

Maintenance roles can optionally be taken in addition to, but not instead of, task roles.

Gatekeeper: ensures that all members participate in team discussions

Mediator: helps to mediate team conflicts or disagreements

Consensus Tester: ensures that true consensus is reached

Devil's Advocate: helps to ensure that different points of view are considered

Harmonizer: works to maintain team harmony

You may create new roles for your team, but you must describe the responsibilities associated with these roles on the contract.