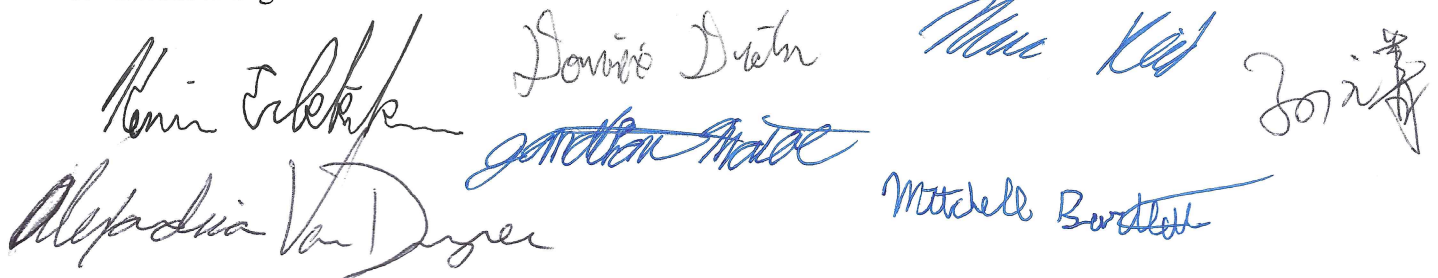


CS4760/HU4628 Team Contract – Spring 2015

1. Team Name
 - a. Group 6 will be known as the Justice League.
 - b. The group will be working on the Field Form application, supporting Jessica McCarty, MTRI.
2. Team Composition
 - a. Team Leads
 - i. Project Technical Lead - Kevin Erkkila
 - ii. Product Owner - Allie Van Duzer
 - b. CS 4760 Students
 - i. Kevin Erkkila, krerkkil@mtu.edu, (989) 859-0581
 - ii. Dominic Diehn, dddiehn@mtu.edu, (906) 221-3182
 - iii. Mac Reid, mareid@mtu.edu, (906) 396-8677
 - iv. Mitchell Bartlett, mabartle@mtu.edu, (616) 309-7069
 - c. HU 4628 Students
 - i. Allie Van Duzer, asvanduz@mtu.edu, (231) 676-4477
 - ii. Jon Maier, jnmaier@mtu.edu, (810) 618-7966
 - d. CS 5760 Student
 - i. Yuanjing Sun, ysun4@mtu.edu, (906) 281-8306
3. Meeting Schedule
 - a. TIME/DATE: group will meet weekly on Tuesdays at 1800.
 - b. LOCATION: The location of meeting is subject to change but may be a library study room.
 - c. AGENDA: The team leads will establish an agenda 24 hours prior and distribute it to the group.
 - d. In the event that the group wants to meet more or less frequently, they will make this decision as a group after clear discussion of the reasoning.
4. Member Expectations
 - a. Meetings
 - i. Members of the group will be present at all team meetings.
 1. If a member is unable to attend, he/she is expected to notify the group as soon as they are aware that they will miss the meeting.
 - ii. Members will also be present in all scheduled class periods.
 - iii. Members will review the published agenda prior to attending the meeting and be ready to discuss the items listed.
 - iv. Members will be prepared to discuss what they have been working on since the last meeting, what they need help on, and what they will move forward with.
 - v. Members will take notes on what is discussed in the meeting and contribute to creating meeting minutes.
 - vi. Attendance will be tracked at each meeting and class session.
 - b. Communication
 - i. The group will utilize a variety of methods of communicating with each other.
 1. In person conversations

2. Text messaging
 3. Google Hangout
 4. Email through the group list: hci-justice-league-l@mtu.edu
 5. The Github group established by Dr. Pastel
- ii. Group members will reply to messages/requests for information in a timely manner (i.e. 24 hours).
- c. Performance and Conduct
 - i. Group members will conduct themselves in a professional manner when in meetings with the group and the scientist.
 - ii. Group members will be honest about their progress when giving reports and in meetings.
 - d. Disagreements
 - i. If the group comes to a disagreement on how to approach a feature of the project, they will put it to a vote.
 - ii. If there is a disagreement about a specific aspect of a feature, the team responsible for that section of the project will handle it by a vote.
5. Handling Member Misconduct
 - a. Meetings
 - i. Members who are more than 15 minutes late without a valid reason will be given a written warning.
 - ii. Members who miss a team meeting without providing a valid reason will be given a written warning.
 - iii. Late members will bring baked goods (store bought are fine).
 - b. Communication
 - i. Members who fail to respond to messages in a timely manner (within 24 hours) will be responsible for explaining their actions and providing snacks at the next team meeting.
 - c. Performance
 - i. Members who fail to complete assignments by the agreed upon deadlines will be given a written warning.
 - ii. A pattern of minor misconduct in other categories will result in a written warning.
 - d. Disagreements
 - i. Disagreements between members will be resolved between the members outside of team meetings.
 - ii. Disagreements about team tasks will be brought up at meetings and voted upon.
 1. If the team's decision is not carried out, the participating member(s) will be given a written warning.

6. Member Signatures


 A collection of handwritten signatures in blue ink. The signatures are arranged in two rows. The top row includes: Kenia Fekete, Dennis Duetz, Marc Kaid, and Joni. The bottom row includes: Alejandra Van Dyke, Jonathan Moore, and Mitchell Bortlett.