

TEAM CONTRACT

Team # 2 (Day Program)

Potential Project Name: Dinsow Mini Robot (Elderly Care Robot)

Team Members:

1) Nopparat	J.	ID: 5649094	(Team Leader)
2) Jutamard	C.	ID: 5649103	
3) Patumtip	N.	ID: 5649136	
4) Niparat	C.	ID: 5649141	
5) Kanyarat	K.	ID: 5649157	

Team Procedures

1. Day, time, and place for regular **team meetings**:
 - a) The group meeting is held on everyday on LINE chatting program.
 - b) The discussion by face to face meeting will be held on Tuesday and Thursday, around 10.30 am at meeting room at Assumption University, City campus
2. Preferred method of **communication** (e.g., e-mail, cell phone, wired phone, D2L Team Discussion Forum, face-to-face, in a certain class) in order to inform each other of team meetings, announcement, updates, reminders, problems:
 - a) Our group set up a group LINE and discusses the topic, brain storming, announcement, updates and reminder the team project by using community provider.
 - b) Preferred method of communication for team is best achieved through e-mail, cell phone and smart phone contact information has been provided.
 - c) Document sharing should be completed by using drop block same as D2L group locker. Team has created the username and password for sharing the information.
 - d) The team also has discussion by face to face meeting.
3. **Decision-making policy** (by consensus? by majority vote?):
 - a) Decisions are discussed as team which has been generally easy to achieve throughout the team.
 - b) Majority vote has been used in the team
 - c) If the team extremely unlikely event that the group cannot agree, the team leader will make the final decision.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

Agendas are to be developed and disseminated by team leader. Agendas should be note at LINE group to team member at least one day before the meeting. Team leader will also be responsible for making sure the team covers all the necessary parts of the agenda. All team members will be responsible for recording action items during the meeting. And conclusion of the meeting the team leader will note them for the minutes.

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

Minutes are accumulated after each meeting and recorded in note at LINE group. The accumulation of those minutes will run consistent through LINE group too.

Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

The quality of performance, effort and work deliverables varies consistently with the majority of team.

2. **Strategies** to fulfill these standards:

The team will work together in part by part. If there are any questions, the discussion will be used to solve the problems.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

Tasks and work distribution will be managed as entire unit and separated as seen convenient by all members. Team members will have equally worked. Should a member ever feel overwhelmed with work. If a problem, team leader will help to reach a solution.

2. Strategies for encouraging/including ideas from all team members (team maintenance):

From the storming of ideas and input, all group members are encouraged to participate and open discussion in which all team members are encouraged to discuss.

3. Strategies for keeping on task (task maintenance):

Meetings and agendas are strictly designed with an ending output as the main goal to achieve. Team members will be used fully potential to ensure effective, time managed execution to achieve the goals.

4. Preferences for leadership (informal, formal, individual, shared):

Team members have agreed on a team leader. Actually, all members share responsibilities, participated in benefits outcome of the project and each hold us accountable for the successful transition of project.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:
 - a) Attendance will be required for meetings and class attendance as well.
 - b) Participation will be required for all members.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
 - a) Responsibility for fulfilling team assignments, timelines, and deadlines will be responsible for compelling work or seeking assistance.
 - b) Team leader will check the work and verify that it is being completed on time.

3. Expected level of communication with other team members:
 - a) Communication is necessary for team member to complete tasks and attend meetings.
 - b) Communicate actual meeting is encouraged each member can contribute individual ideas to finalization of project.

4. Expected level of commitment to team decisions and tasks.

All members should remain committed to any decision or tasks since all members have agreed to follow the decision.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

Members that decide to leave the above agenda will be warned up to a total of twice of lacking behavior to the group.

2. Describe what your team will do **if the infractions continue**:

Should a member continue to lack behind in the group, a meeting will be held toward the end of the project that tallies up these warnings and misbehaviors that will ultimately diminish feedback.

- 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.*

1) _____ date _____

2) _____ date _____

3) _____ date _____

4) _____ date _____

5) _____ date _____

(All the signature of members has sign on 21 July 2014)