

## Fall 2025 ECE 445 Team Contract

Project No. and Name	19 - Suction Sense
Member Name, netID	Jeremy Lee, jeremy10
Member Name, netID	Hugh Palin, hpalin2
Member Name, netID	Suleymaan Ahmad, sahma20

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 judgement

**Project Description:** Design a suction detection system for the hospital operating room and display real-time results on a monitor

**Project Goals:** The Suction Sense hardware module will be able to detect suction for a sustained 24-hour period, and transmit the data in real-time to an external storage module

Our software component will cross-reference suction data from the hardware component with the operating room schedule, and display which rooms have unnecessary suction left on.

### Expectations (ground rules) for each member:

- Communicate absences at least a week in advance. Homework, interviews, sickness will inevitably come up, but any absences known beforehand should be made known
- Come to meetings prepared, having reviewed assigned tasks, documentation, or notes in advance so discussions can be productive
- Reply to group messages within 24 hours
- Be open to feedback and provide feedback to other team members to help improve the overall project
- Share progress frequently so others can integrate or build on your work, especially if another team member's work depends on it
- Address conflicts directly and constructively with the team before escalating

### Roles:

Hardware - Suleymaan (most experience with EE)

Software - Jeremy (most experience with web development and software)

Project Coordination/Software - Hugh (most organized and proficient at software)

### Project Meeting Time(s):

The team will meet twice a week, once in-person on Fridays in the lab to test hardware and software integration. The other meeting will be virtual or in-person on Wednesdays to plan and work on software components

### Agenda:

Jeremy will set the agenda. To stay on track, the project coordinator will break down the project into smaller tasks, and then delegate them accordingly as well as monitor their timeline. When a decision needs to be made, it will be approved by consensus. Jeremy/Hugh will collaborate to keep records

### **Process and penalties for dealing with team issues:**

If a team member breaks a ground rule, the first step will be a direct conversation within the team to discuss what happened and give them the chance to explain. If the situation escalates, the issue will be brought to the attention of the TA or instructor. If the problem persists, the team may need to implement a grade penalty.

### **End-of-term agreement on using final peer assessment for grade adjustment:**

We agree that this contract should hold our team accountable to its contents. The purpose of setting ground rules and expectations is to create a fair and productive working environment, and accountability ensures that commitments are meaningful.

**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).

*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: \_\_\_\_\_jeremy10\_\_\_\_\_ (digital) Signature: \_\_\_\_\_Jeremy Lee\_\_\_\_\_ Date: 9/19

netID: \_\_\_\_\_hpalin2\_\_\_\_\_ (digital) Signature: \_\_\_\_\_Hugh Palin\_\_\_\_\_ Date: 9/19

netID: \_\_\_\_\_sahma20\_\_\_\_\_ (digital) Signature: \_\_\_\_\_Suleymaan Ahmad\_\_\_\_\_ Date: 9/19