



Submit the completed form to your team advisor and keep a copy for you.

"Sample"

Project Team Contract



For Academic Year: 2018-2019

Project Team Name	Time to Space: Converting time-domain signal to 2D image		
Project Team Advisor	Name: Dr. Charles Kim	Discipline(Major): EE	Email: ckim@howard.edu
Project Team Graduate Assistant	Name: Derrick Anang	Discipline (Major): EE	Email: derrick.anang@bison.howard.edu
Long Term Goal of the Project	Development an electronic device which measures time domain signals and converts to a 2D image for a scientific purpose		
The Scope and Deliverable of the Academic Year	Academic Year Scope/Goal: single signal conversion to 2D image Academic Year Deliverables: A prototype which demonstrates the said conversion		
General Rules and Policies	<p>Each team member is required to</p> <ul style="list-style-type: none"> • Work proactively and keep the advisor and team members informed of things related to the project. • Be honest and open during all project activities. • Encourage diversity in team work. • Provide the opportunity for equal participation. • Be open to new approaches and new ideas. • Encourage everyone to participate in solving problems. • Focus on solving problems, not blaming people. • Only use constructive criticism. • Be present on time for <u>weekly meetings</u>. • Bring assigned works completed to the meetings. • Honor meeting timeframes. • Present ideas clearly and concisely. • Read communications (emails, meeting minutes, action items, etc.) from the team. • Respond in a timely manner. • Honor the team leader and follow the leader's instruction and assignment 		
Team Specific Rules and Policies	<p>Stated by the advisor or graduate assistant:</p> <p>* willingness to master Android application development tools and skills</p>		
Commitment by Participant	<p><i>I voluntarily participate in the project team with expected activities to collectively achieve the long-term goals and the academic year objectives under the guiding goals, roles, and policies as stated in this contract. I understand that I am obligated to abide by these rules and policies. I understand that if I do not abide by them, I may be requested to leave the project team.</i></p> <p>Adam Trask  9/18/2018</p> <p>-----</p> <p>Name (print) Signature Date</p> <p>adam.trask@eastofeden.com CpE Sr</p> <p>-----</p> <p>Email Major Level</p> <p>(EE, CpE, CS, ME, CV, CHEM, etc) (Gr,Sr, Jr, Sp, Fr)</p>		
Approved by the Advisor or Graduate Assistant	<p>Charles Kim  9/19/2018</p> <p>-----</p> <p>Approver's Name Signature Date</p> <p>(Advisor or Graduate Assistant)</p>		

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