

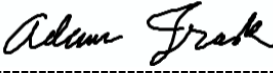

Submit the completed form to your team advisor and keep a copy for you.

"Sample"

## Project Team Contract



For Academic Year: 2017-2018

<b>Project Team Name</b>	Time to Space: Converting time-domain signal to 2D image		
<b>Project Team Advisor</b>	Name: Dr. Charles Kim	Discipline(Major): EE	Email: ckim@howard.edu
<b>Project Team Graduate Assistant</b>	Name: Derrick Anang	Discipline (Major): EE	Email: derrick.anang@bison.howard.edu
<b>Long Term Goal of the Project</b>	Development an electronic device which measures time domain signals and converts to a 2D image for a scientific purpose		
<b>The Scope and Deliverable of the Academic Year</b>	Academic Year Scope/Goal: <b>single signal conversion to 2D image</b> Academic Year Deliverables: <b>A prototype which demonstrates the said conversion</b>		
<b>General Rules and Policies</b>	<p><b>Each team member is required to</b></p> <ul style="list-style-type: none"> <li>• Work proactively and keep the advisor and team members informed of things related to the project.</li> <li>• Be honest and open during all project activities.</li> <li>• Encourage diversity in team work.</li> <li>• Provide the opportunity for equal participation.</li> <li>• Be open to new approaches and new ideas.</li> <li>• Encourage everyone to participate in solving problems.</li> <li>• Focus on solving problems, not blaming people.</li> <li>• Only use constructive criticism.</li> <li>• Be present on time for <u>weekly meetings</u>.</li> <li>• Bring assigned works completed to the meetings.</li> <li>• Honor meeting timeframes.</li> <li>• Present ideas clearly and concisely.</li> <li>• Read communications (emails, meeting minutes, action items, etc.) from the team.</li> <li>• Respond in a timely manner.</li> <li>• Honor the team leader and follow the leader's instruction and assignment</li> </ul>		
<b>Team Specific Rules and Policies</b>	<p><b>Stated by the advisor or graduate assistant:</b></p> <p>* willingness to master Android application development tools and skills</p>		
<b>Commitment by Participant</b>	<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  9/1/2017</p> <p>-----</p> <p>Name (print) Signature Date</p> <p>adam.trask@eastofeden.com CpE Sr</p> <p>-----</p> <p>Email Major Level (EE, CpE, CS, ME, CV, CHEM, etc) (Gr,Sr, Jr, Sp, Fr)</p>		
<b>Approved by the Advisor or Graduate Assistant</b>	Charles Kim 	9/4/2017	
	Approver's Name (Advisor or Graduate Assistant)	Signature	Date

"Sample"

"Sample"