



Team Working Agreement

ECEN 403: Electrical Design Laboratory I

Project Name: GestureGuide

Instructor: Dr. Khalid Qaraqe

Team Mentor: Dr. Hussein Alnuweiri

Team leader: Fatma AlMohannadi

Team 3 Members:

- Fatma AlMohannadi
- Maryam Al-Safran
- Maha Al-Dehemi
- Lolwa Alkaabi

Aggie Code of Honor: “An Aggie does not lie, cheat or steal or tolerate those who do.”

Team mission:

Our mission is to collaborate effectively to design and build a wearable gait analyzer that provides users with feedback on their gait quality. By leveraging each team member's strengths and providing support where needed, we aim to create a productive and innovative environment. Our device will help improve walking patterns by monitoring foot angles and offering positive feedback for correct gait. Open communication and mutual assistance are key to our success, ensuring we deliver high-quality results on time. Each team member's specific goals and areas of focus are listed below.

Roles and Responsibilities:

Fatma, Project Leader (PL): Coordinates team activities to ensure that tasks are performed on schedule and to the required standards. Responsibilities include dispute resolution, encouraging efficient communication among team members, and keeping frequent connections with the instructor, Dr. Khalid Qaraqe. Furthermore, it assists the team in reaching project objectives.

Maryam, Coordinator (CO): Organizes collaborative tasks to ensure that they are in conformity with project timeframes and standards. Schedule management, team meeting facilitation, and effective communication routes are among the responsibilities. Moreover, it ensures that regular updates and comments are delivered.

Maha, Recorder (RE): This includes documenting meeting minutes, tracking project progress, and keeping records of choices and actions made. Furthermore, the recorder facilitates information distribution and assists in keeping up contact among team members.

Lolwa, Editor (ED): Reviewing and improving project documentation, ensuring written materials are consistent and clear, and supporting efficient team communication. Additionally, the editor works with the team to improve the quality of deliverables and maintain a consistent project narrative. Managing the project website to demonstrate progress and provide information.

Meetings Guidelines:

These tables illustrate our meeting schedule since we committed to meet twice a week as a team and spend the specified amount of time with the team mentor. The team meeting will be held either via Zoom or in person, while sessions with the team mentor will be in person. However, if we need more time, we will have additional meetings on days that are convenient for all team members.




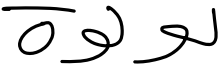

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|---------------------|-----------|--------------|
| Team Meeting Timing | Monday | 12 PM – 1 PM |
| | Wednesday | 12 PM – 1 PM |

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| Mentor Meeting Timing | Sunday | 3 PM – 3:30 PM |
| | Tuesday | 3 PM – 3:30 PM |

Conflict Resolution:

1. **Identify the disagreement:** Define the root cause of the disagreement. Ensure that all team members understand the issue and its implications for the project. Allow each team member to share their ideas without being interrupted.
2. **Gather information:** Collect any pertinent conflict-related information, including facts, assumptions, and emotions. Encourage team members to express their views and concerns openly.
3. **Clarify misunderstandings:** Address any misunderstandings or preconceptions that may be causing the disagreement. Ensure that everyone has a clear and common knowledge of the problems at hand.
4. **Solutions to Brainstorm:** Collaborate with the entire team to develop potential solutions. Encourage open-mindedness and innovation. List all possible answers without first assessing or discarding any.
5. **Evaluate solutions:** Discuss the advantages and disadvantages of each proposed option. Consider the feasibility, effect, and alignment with the project goals. Seek a solution that is agreeable to all parties concerned.
6. **Reach a consensus:** Aim for consensus, which occurs when all team members agree on the proposed answer. This may necessitate concessions from everyone involved. If reaching an agreement is problematic, consider bringing in an independent expert such as Dr. Hussein Alnuweiri or Dr. Khalid Qaraq to help address the matter.

I have understood and agreed on all the terms and conditions in this contract.

| Name | Signature | Date |
|--------------------------------------|---|------------|
| PL: Fatma AlMohannadi |  | 22/05/2024 |
| CO: Mayam Alsafran |  | 22/05/2024 |
| RE: Maha Al-Dehemi |  | 22/05/2024 |
| ED: Lolwa Al Kaabi |  | 22/05/2024 |
| Reviewed by Dr. Hussein Alnuweiri |  | 26/05/2024 |