

## Team Agreement

**Project Title:** Data-Logger for a Mechanical System

**Mentor:** Dr. Shehab Ahmed

### Members

- Abdulrahman Al-Malki: Team Leader
- Faisal Al-Mutawa: Assistant Leader
- Mohammed Alsooj: Documents/Deadlines Coordinator
- Yasmin Hussien: Website Administrator

**Team vision:** Our goal is to create a professional environment for our project with a view to preparing ourselves to work in the industry. It is also crucial for us to work as hard as we can to deliver the best possible result for our project.

**Roles and Responsibilities:** All team members will be involved in the design and implementation of the project. In addition, below are the specialized “extra” roles for each team member.

- **Abdulrahman Al-Malki:**
  - General supervisor
  - Meeting coordinator and transcriber
  - Technical writer
- **Faisal Al-Mutawa:**
  - Public relations person
  - Simulation specialist
  - Ordering official
- **Mohammed Alsooj:**
  - Cameraman
  - Presentations organizer
  - Video editor
- **Yasmin Hussien:**
  - Website manager
  - General Designer
  - Interviewer

### **Commitments**

- Tasks must be distributed among team members equally and fairly.
- Members must be responsible for the completion of their tasks on a timely manner.
- Members must update their partners about the progress of their work.
- Members must attend all meetings, and notify other members in case of emergencies.
- Members must be honest about their results.

### **Communication**

- Seek first to understand, then to be understood (7 habits)
- Means of communication:
  - The meeting coordinator is responsible for the group managing emails, the Dropbox folder, and the WhatsApp group.
  - Every member must participate and check emails and messages regularly.
  - All emails must be cc'd to all group members.
  - All files and documents must be available to all members on Dropbox.
- Meetings
  - Meetings will be held on Saturdays from 4-6pm or as needed.
  - Location will be assigned beforehand and agreed upon by the team members.
  - Individual attendance, punctuality, and participation are expected in all meetings.
  - Tasks must be distributed equally and all members have to cooperate throughout the meeting.
  - Idea from all team members must be encouraged and included.
  - Meeting transcriber will take notes of all the meetings.


### **Website**

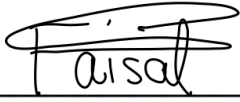
- All submission must be uploaded to the website
- All team members must have access to edit/change/upload to the website.
- The site must be up to date and have all information about the project.
- Team members are responsible for uploading their respective tasks to the site.

### Signatures


We hereby acknowledge that we have read and understood the team agreement, and that we agree with it in its entirety. We also acknowledge that we will abide by the Aggie Honor Code throughout this project.

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

Abdulrahman Al-Malki: 

Faisal Al-Mutawa: 

Mohammed Alsooj: 

Yasmin Hussien: 

Mentor – Dr. Shehab Ahmad: 