



ESD.172L -- DRAFTING A TEAM CONTRACT

Due by SES #9 (one per team)

PLUS Reference and advisor lists (also Due SES #9)

To ensure that all students on a team are committed to the success of the project, understand the constraints of their teammates and are on the same page in terms of commitment, each team will draft a team contract. Format and length are up to you.

Both at mid-term and at the end of the semester, students will be asked to rate the contribution of their teammates. Students will be given 100 points to allocate, however they see fit, to their teammates. If a given student is allocated significantly fewer points than the other members of the team, this will be taken into account in final grading.

Please keep the following in mind as you draft your contracts:

Time Commitment

- What is each team member's availability this semester?
- When are appropriate times to meet for the team (e.g., working hours only, weekends, cutoff time of X pm, etc.)?
- Should the team have standing meetings? When?
- What is a reasonable amount of time to spend per week on team activities?

Effort Level/Grading

- What does each team member expect to contribute to this project and what grade expectation do they have based on this contribution?
- Do any team members have special considerations re: this project (e.g., future publication, job opportunities, etc.)?
- Do team members have any conflicts of interest as a result of other projects or financial/entrepreneurial interests, etc.?
- What constitutes a failure to provide effort (e.g., missing team meetings, missing deadlines) and when does the team expect to confront a failure to provide effort?

Team Meetings and Communications

- Should there be an appointed timekeeper, moderator, and/or note taker during team meetings? Will these roles be fixed or rotating throughout the semester?
- How will the team communicate (e.g., email, listserv, wiki, phone)?
- What are the expectations for communication – e.g., responses in 24 hours, etc.?
- How will the team communicate and coordinate with external advisors?

Decision-Making

- Does the team plan to use “majority rules” or require consensus before proceeding?
- Does the team have a plan with regard to conflict resolution – e.g., will external mediators be required? If so, at what point? What is the team's feeling about external (i.e. Instructor/TA) mediation?

Timeline Management

- Should there be an internal team timeline/due date for deliverables?

NOTE: Also due by SES #9 – each team should submit one key reference per team member and 2 possible advisors to support your efforts for the semester. A list of citations and the names/affiliations of candidate advisors may be submitted as a Word document.

Key references: Each team member should be responsible for reviewing and summarizing one major journal article, government report, industry analysis, or other high-quality resource on your area of interest. (Popular press articles and Wikipedia entries are not sufficient!) Summaries will be due in two weeks (SES #11).

Possible advisors: Each team will be assigned one process mentor from IDEO and one relevant technical mentor from academia, government, or industry. To assist us in pairing you with an appropriate mentor, please submit the names and affiliations of 2 possible technical mentors that you have identified in your space. If you know these individuals personally, and would like to contact them directly, please make note of that. Otherwise, we will work together to make the cold call.

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ESD.172J / EC.421J X PRIZE Workshop: Grand Challenges in Energy
Fall 2009

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