



# TEAM DUCT TAPE

WE STICK TOGETHER! FTC TEAM 2845



## Team Duct Tape Meetings What to Expect

### Meeting Agendas

The agenda for each meeting, with specific tasks and goals, is coordinated between team leaders and the coach. 15-30 minutes will be allotted at the start of each meeting for general administrative housekeeping. 30 minutes are allotted at the end of each meeting for clean-up. Agendas will be provided to members in advance of each meeting.

**Please note:** There is a “*build freeze*” one week before every meet or competition. All major design and construction must be completed well in advance of competitions, and at the one week mark, no major structural or design changes will be made to the team robot. This is a firm rule.

### Expectations at Meetings

- **Gracious Professionalism and Respect** are expected at all times, for each other, for adult coaches and mentors, and for anyone with whom you’re working, anywhere, at any time.
- **Be an Active Participant** – If there doesn’t seem to be enough for you to do, tell us; work with other team mates; take the initiative when you see something that you can do; don’t wait to be asked to help.
- **Be Informed** – All members should be thoroughly familiar with rules of the competition, team goals, arrive ready to work at meetings, and understand individual and group tasks.
- **Communicate** – Ask questions if you need help or don’t understand something. Communicate clearly, often and openly with each other, your coach and mentors
- **Be Responsible** – Be conscientious about the use and maintenance of equipment, parts and tools. Put things where they belong so they can be easily located when needed. Get to meetings on time; be sure you know what your role is and carry out your responsibilities at meetings. Clean up after yourself, and help others do the same.
- **Have Fun!!** The more respectful, professional, informed, communicative and responsible you are, the more fun you’ll have and the more memorable and enjoyable your experience, and that of your team mates, will be.

### Expectations at Meets/Tournaments

- **Be Graciously Professional** at all times. Help your team mates and other teams as able; be respectful of judges and all event volunteers and staff
- **Be Positive!** - Team members are expected to participate at all times in a positive and helpful manner, whatever the competition outcome or trend.
- **Show Spirit!** – Support your team by cheering and sign waving. Cheer other teams, too.
- **Look Good!** – Wear your team shirt, tan/khaki pants with a belt, and closed toed shoes. Sport a neat, clean appearance; no baggie pants, or loose items of clothing, for safety reasons as much as appearance.
- **Be Safe!** – Wear safety glasses where required; Look where you’re going at all times and pay attention to what you’re doing.
- **Have Fun!**

### Qualifications for Attending Meets/Tournaments

- **School always comes first!** A minimum of a B (3.0 GPA) , or, in the case of homeschooled students, evidence of equivalent academic commitment, is required to remain a member of Team Duct Tape.
- **Appropriate behavior at all times**, including at school and in your community, as well as at competitions or events.
- **Attend 75% of meetings at a minimum, 90% of meetings if you head up a build team.**
- **Complete and return all paperwork in a timely manner** – Throughout the year, various forms and agreements will be required. Please be responsible about completing and returning them.
- **Meet Expectations of Behavior and Conduct** previously listed.