

Project Team Charter

ME 476C: Senior Capstone Design

Signature Cover Page

By signing this document I fully understand that it is my responsibility to be the best teammate possible I can for my team. This means being on time and contributing to all meetings and work related to the project - which includes all course and client driven deliverables related to the team. I will not only complete my tasks as required but I will complete them on time (ahead of time if needed) and I will deliver material of the best quality to represent my team as a whole. Whenever needed, I will ask for help when I struggle, help my teammates when they struggle, and I will communicate clearly and directly on all issues related to the project.

If I do not contribute as required, I understand that my grade could be curved down for poor performance. Evidence of poor performance will be documented in peer evaluations and instructor observations throughout the semester. Specifically, poor performance from two or more teammates in any given peer evaluation cycle will trigger a grade change on related team deliverables. Furthermore, instructor observations during staff meetings, lectures, and presentations can also trigger a grade change on team deliverables.

David McNealy
Print Name

David McNealy 9/10/18
Signature

Tyler Schafer
Print Name

Tyler Schafer 9/10/18
Signature

Samantha Scarcello
Print Name

Sami S 9/10/18
Signature

Kevin Benavente
Print Name

Kevin Benavente 9/10/18
Signature

Rayne Dobson
Print Name

Rayne Dobson 9/10/18
Signature

Savannah Hillebrand
Print Name

Savannah Hill 9/10/18
Signature

Team Charter for Senior Capstone Design Project

1. Project Manager:

Savannah Hillebrand will be the team's project manager.

2. Team Purpose:

The team must design, analyze, and build a prototype articulating handling arm that can provide proper support for handling avionics for integration and soldering activities.

3. Team Goals:

The team will produce a functional articulating arm, with a full demonstration, along with all supporting documentation created throughout the course. For this project, it is important that the team develops engineering skills to their fullest extent by doing the necessary work to produce an efficient design. The team will strive to exceed beyond what is asked of them. The team will plan to put in as much effort as possible to provide quality work not only for a good grade, but for the client. One of the team's goals is to meet both the minimum and maximum module requirements designated by the customer. Safety is also a priority, so the handling arm will be electrostatic discharge compliant. In addition to the given customer requirements, the team plans to meet the customer's "stretch goal" of incorporating a scalable solution to this problem.

4. Team Member Personalities/Roles/Responsibilities:

Savannah Hillebrand will be the project manager. She has led teams in the past and is dedicated to keeping track of everything going on for the project. She prefers to start tasks early and complete them early so there is time to get any questions answered. Savannah keeps track of due dates well and has effective communication skills that will be an asset to the team, and she is always open to the suggestions of other team members. She will make sure all assignments, templates and other resources are organized on a shared platform so everyone on the team can easily access them.

Tyler Schafer will be the Budget Liaison this year. He chose this role because he enjoys using Microsoft Excel and creating budgets. He likes to work in team settings and finish assignments early. He likes to use his leadership qualities in group settings, because a team without leaders is not a team at all. Everyone can contribute to help him with the budget liaison, but he will do the greater amount of work. He is a great listener and loves to take everyone's ideas into consideration before choosing a final product.

Keven Benavente will be the web developer because he has in-depth experience with computer science. Learning HTML to create the website will help to further develop his programming skills. Keven has strong work ethic which makes him able to attack difficult tasks such as the

development of the team website. He works well in a group and likes to maintain clear communication by being able to share and receive thoughts from the group.

Rayne Dobson will be the Document Manager for the team. She can ensure all assignments are completed to the project requirements, and have professional writing. Some tasks Rayne will be responsible for are organizing team documents, ensuring documents meet requirements given by the project/client, and completing meeting minutes with the team editor. Rayne has strong technical writing skills and is very organized so tasks will easily get done before any deadlines. She has very good communication skills so the team will be able to understand any tasks that have been/need to be completed.

Samantha Scarcello will be the Team Editor. She will read through all assignments before they are turned in to make sure proper technical writing and grammar are used. She will ensure that each section of an assignment flows well with the next and will minimize any writing errors. Samantha is a perfectionist and will make sure each assignment is flawless before turning them in. She also has strong communication skills and enjoys listening to others opinions that differ from her own to broaden her knowledge. As well as the document manager, Samantha will switch off writing meeting minutes for each team meeting.

David McNealy will be the Client Contact. He has applicable experience with networking and communication from a recent internship in Las Vegas. He is very outgoing and has a generally charismatic personality. He really focuses on the details of a project. He will ensure that there is a continuous flow of information both to and from the client, Northrop Grumman. He will ensure that any communication issues are taken care of promptly and tactfully.

5. Ground Rules:

Team meetings will occur every Monday from 6:30 pm to 8:00 pm in room 323 of the Engineering Building. All ideas and opinions presented in meetings will be respected by each team member and discussed in a professional manner. Before each meeting, it is required for team members to send out a confirmation text the night before stating whether or not they are able to attend the next meeting. If emergency situations occur, the team member should notify the rest of the team as soon as possible. During the meetings, the team will follow an agenda during that will be provided from the previous meeting minutes. Any additional topics to be covered will be brought up after the agenda has been completed, if required. Phones should only be used for project purposes. If there are dissenting views among members, the decision will move to a vote. Meeting minutes will be taken during every meeting and will be completed by Wednesday of every week and uploaded to the website by the Web Developer by Thursday night.

Individual and team deadlines should be set, making sure all assignments are complete 48 hours in advance. Document Manager and Editor will set team deadlines for assignments to ensure that there is enough time to make any necessary changes before submitting. Individual tasks are expected to be completed outside of meeting times in order to keep meetings efficient and on

schedule with the agenda. Every team member should contribute the same amount of work and quality. If someone is struggling with an assignment, they should reach out to another team member early on for help rather than turning in bad quality work. To hold each member accountable for these rules and task completion, the first approach will be to communicate issues early and often. If the issues do not resolve, peer evaluations will express the team's views. To ensure everyone is on the same page, all team members are responsible for checking the team calendar and meeting minutes daily, to ensure all tasks are completed in a timely manner.

6. Potential Barriers and Coping Strategies:

The team has decided to primarily hold team meetings Monday through Thursday in order to accommodate group members' weekend schedules. Weekend meetings will be reserved for emergencies only, but the team understands that there will be times where it is necessary to meet on the weekends.

Scheduling conflicts with school events, or otherwise, should be communicated as soon as possible and the team should attempt to reschedule the week prior, if necessary. If a reschedule is unable to be accommodated, the absent team member will still be held responsible for contributing, however, the present team members will need to update the absent member immediately following the meeting.

The decision of design concepts will be discussed by all team members. If there is a split decision, the choice will be made by a majority vote. If the vote is still 50/50, the project manager will have the final say.

Each team member must complete their portion of work 48 hours before the due date to ensure quality and to allow time for changes if there is an emergency. If a team member does not provide quality work, the team will address the issue with the member in a constructive and respectful manner during the next meeting. If that particular member continues to underperform, Professor Oman will be contacted about the issue and action will be taken.