

## Team 7 (BIOM TEST FIXTURE) Charter for Senior Capstone Design Project [Attach solutions to the following cover sheet and sign once finalized]

**1. Project Manager:** *Marzouq Alenezi*

### 2. Team Purpose:

The team's project is BIOM TEST FIXTURE. By choosing this project we consider that we are going to do a lot of CAD models. Our purpose is to design an automated test fixture for the robotic prosthetic lower limb. The stakeholders are Dr. Tester and Dr. Oman. They expect a professional BIOM TEST FIXTURE design. Moreover, they expect a 3-D printed of the design.

### 3. Team Goals:

Our team project is the BIOM TEST FIXTURE. The process for this project will be based on team meetings with our stakeholder, client and teams as frequent as possible. Consult the stakeholder and client in every step and thought process for the project. Set specific goals that need to be met by the end of the project, refer back to project manager once tasks are completed to make sure everyone is aware of where we are up to in the project. Our main goals for this project is to produce an efficiently working device that meets all the client and engineering requirements that are set throughout the semester. The team is dedicated to producing quality work that will reflect our knowledge as mechanical engineers and that would help us progress in our degrees. The grade this team is collectively working for is an A.

### 4. Team Member Personalities/Roles/Responsibilities:

Project manager	Marzouq Alenezi	<i>Extroverted, Social, Organized, Sense of Humor, Fair individual.</i>
Budget liaison	Saoud Alenezi	Good in calculation, experience with budgeting (past experience present)
Clint contact	Husain Alshammari	<i>Extroverted, Good professional skills, reachable at any time, SolidWork, CAD, communication skills.</i>
Website developer	Saood Alenezi	Good with technology, some coding experience (CS122/ME180)
Document manager	Naser Alowaihan	Organization skills, introvert, good editing skills, good note taker.

( Marzouq Alenezi )

I am a very social person which gives every team member the confidant to talk with anything related and not related to our project. What I mean is am easy to contact, reachable and I like to make new friends. Also, I am good with searching information such as finding exact data, shops to get whatever we need, and sharing ideas. In addition, I respect the time which means meeting is very important to be on time. I am also the Project manager when I make at time and respond to everything, this will send a message to each part of this team that we should be like this. I have

that thing which is when the situation is on pressure I can make disappear somehow. I believe what I can give to this team is support and getting things under control. We have a say in my country ( the proper person in the proper position ) I believe I can be this person.

( *Saoud Alenezi* )

Since the high school I was that student who has problems with other subjects but in math I am the one who get always A grades very time. I was raised with a family that loves math for example, I have sister and brother who teach math. So, I learn math in home and school. When we meet as a team we were talking about positions who will be the manager or client contact I was thinking this is my chance to do what I love. Moreover, I have a life experience back in home I was the budget person two continuous years in my family, because my father made sure that I will be using anything I learn in my future life. I think what I can bring up to this team accurate calculations and everything we get will be recorded.

( *Husain Alshammari* )

Always had the passion for research and CAD drawings. I have very good communication skills. I had previous experience with communicating in a professional environment as I worked in a trading company over 2 summers. This is why I chose to be the person who communicates directly with the client to help better understand his needs and communicate it back to the team.

( *Saoud Alenezi* )

I am the person who love technology and everything that related to the internet. Based on what I know and what I love, I chose the website developer role. I participated on a lot of websites on the internet. Also, I have some coding experience. I would like to bring to the team a professional website that will help the team and for the people who are interested in our project to take a good point of view by looking at our website.

( *Naser Alowaihan* )

I am the one who love to save the documents and everything related to the documents and take notes. I always like to be introvertible and quite. I had experience with editing documents and make the report more profession. I always seek to be organized and a tidy person.

## **5. Ground Rules:**

The ground rules that the we assigned ourselves as a team were

1. Face to face meetings will occur on a weekly matter typically on Mondays.
2. Additional meetings can be set based on the groups needs. These will be planned on specific communication outlets such as whatsapp group chat, in person or over text. The time will be agreed upon by all group members.
3. Discussions will be held through, Google Docs, Whatsapp Group Chat, Group text message, email and group meeting
4. Each group member is accountable for the work assigned to them by the team and reporting back to the project manager within the time frame assigned.

5. Each team member is expected to attend meetings unless the project manager is notified ahead of time to keep the flow of the work running.
  6. Punctuality and professionalism is expected from each team member in team meetings and in other communication methods.
  7. Each member is understands the roles they have selected and are accountable for it.
- 9- Focus on what is coming, not what happened in past.

## **6. Potential Barriers and Coping Strategies:**

1. If a face to face meeting cannot be held that week (finals week, midterms, etc), other forms of meeting can be held such as skype.
2. Dissenting views will be handled through our group leader where we will follow a standard procedure of discussing our views clarifying its pro's and con's and afterwards take a majority vote.
3. Late work on a consistent basis and not reporting to team manager will result in lower evaluation grade.
4. Missing multiple meetings without reporting back to the project manager with a reasonable excuse will result in a lower peer evaluation grade
5. If team member is confused on the task assigned or not sure about a specific part can report back to Dr. Oman, Jeremy, or project manager.

## **7. Charter signed and dated by all team members and given to the instructor (legible signature, please!). Attach the following page to the front of your team charter.**

# **Project Team Charter**

## **ME 476C: Senior Capstone Design**

### **BIOM TEST FIXTURE**

#### **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.**

Print Name

Signature

**Marzouq Alenezi**

**MA**

Print Name

Signature

**Saoud Alenezi**

**SA**

Print Name

Signature

**Husain Alshammari**

**HA**

Print Name

Signature

**Saood Alenezi**

**SA**

Print Name

Signature

**Naser Alowaihan**

**NA**

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## GROUND RULES FOR DIFFICULT GROUP DISCUSSIONS

Ideally, group discussions should be calm, focused conversations in which various ideas and opinions are considered, leading to useful, productive outcomes. But in the real world, many groups just can't pull this off. When members have conflicting interests, personal agendas, or aggressive personalities, meetings often deteriorate into angry conflicts, thereby wasting time and harming relationships.

If you anticipate that your group could head down this destructive path, try to get agreement on how the discussion will be conducted before leaping right into the issues. Unless they just enjoy anger and hostility, group members will usually agree to a reasonable set of Ground Rules. Then, if things start to get out of hand, the leader or facilitator can simply remind the wayward members of their previous agreement.

Although each group may have specific needs, the Ground Rules listed below are often useful. (These can apply to personal conversations as well.)

- 1. Stay focused on the purpose and goals.** The group should clearly define what they hope to accomplish at the beginning of a discussion. This makes it easier to determine when people are getting off track.
- 2. Listen when others are speaking.** During difficult discussions, people often mentally rehearse their next comment while someone else is talking, with the result that no one is really listening. When this happens, the conversation tends to turn into a pointless debate.
- 3. Be sure that all viewpoints are heard.** Since most groups have both talkative and quiet members, efforts should be made to invite the quiet people to share their thoughts and keep the talkers from dominating the discussion.
- 4. Consider different points of view.** People easily get "locked in" to their own opinions and don't even think about the possible merits of other ideas. Members need to be encouraged to think beyond their own point of view.
- 5. Look for areas of agreement.** Argumentative group members often agree on more things than they realize. Before discussing disagreements, members should identify the things they do agree on.
- 6. Discuss differences respectfully.** Hostile, insulting remarks add nothing to a group discussion and often permanently damage relationships. Members should be reminded about basic "good manners" for meetings.
- 7. Remember that facts can be wrong, but opinions are just different.** Most of the time, people are not arguing about facts, but expressing differences of opinion. However, they often act as though their views are "right" and others are "wrong". It helps to recognize that they are simply different.
- 8. Look for the good points in new ideas.** Useful ideas may get rejected when people are too quick to find flaws. By initially exploring the benefits of an idea, the group can avoid becoming overly critical.
- 9. Focus on the future, not the past.** Disagreements can easily deteriorate into finger--pointing about past mistakes and problems, which accomplishes absolutely nothing. Use past experience to inform your decisions, but focus the discussion on future goals.
- 10. Look for solutions, not someone to blame.** The worst debates about the past are those which involve placing blame. Any conversation focused on blaming is unproductive and should be turned into a search for solutions.

**11. Don't use group time for individual issues.** When two or three members start discussing their own issues in a group meeting, it just wastes everyone else's time. If this happens, the people involved should be politely asked to continue their personal discussion after the meeting.

**12. "Sidebar" any issues that are important but off--topic.** Occasionally, important matters are raised that have nothing to do with the goals of the meeting. To keep the group on task, but avoid losing the issue, create a "sidebar" where these topics can be listed and dealt with later.

**13. Agree upon specific action steps.** In most situations, members need to end the discussion with specific "next steps" that can be acted on after the meeting. Otherwise, the whole thing may turn out to be a waste of time.

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