

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.**

Mckenzie Pardue

Print Name



Signature

Ahmad Alqallaf

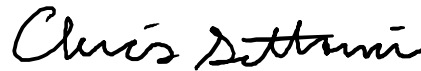
Print Name



Signature

Chris Settanni

Print Name



Signature

Wyatt Uhler

Print Name



Signature

Project Team Charter

Senior Capstone Design

Team Charter for Senior Capstone Design Project

1. Project Manager: Mckenzie Pardue

2. Team Purpose:

This team was created to create a flight fixture mount for radomes, while meeting the specific customer needs and constraints. The major stakeholders is Chuck and the ME department. Their expectations of the team are to hold professional conduct, be under budget, and ahead of schedule.

3. Team Goals:

The team plans to gain hands on experience designing a product for our customer. Generating a fixture for flight components requires the team to effectively communicate with other members in addition to performing technical tasks. The team plans to communicate with the customer to obtain detailed project requirements. Each member also plans to meet these requirements by collaborating with other members using their unique skills and experience.

4. Team Member Personalities/Roles/Responsibilities:

It is important to have different personalities and perspectives in a team. These personalities all contribute to the success of a project by offering unique insight. Each team member was assigned roles and responsibilities based on their specific interests and traits.

Ahmad will be responsible for organizing and estimating the budget required for the project. Ahmad is accurate in taking care of the budget required for this project by using skills learned in previous classes. Ahmad will be able to handle the team's budget by calculating a prepared cost analysis and constructing budget reports for the project. Budget managements are required and necessary for the team to make sure that it fits in the budget boundaries assigned by the client and the team.

Mckenzie has been nominated to be the project manager and the client contact. Mckenzie is great at staying organized and keeping others on task. She values finishing assignments early so that there is time to edit documents before submission. Mckenzie also takes projects seriously and is committed to always submitting quality work. All of these characteristics suggest that Mckenzie would make a great project manager. Mckenzie is also well versed in email communication and consistently checks her email. She is great at responding promptly which is why she will also be the team's client contact.

Chris has been chosen to design the team website. Chris enjoys excels at technical assignments. He enjoys coding, 3D design, and research. Chris takes pride in submitting quality work, and investigating ways to improve designs. Chris's will help resolve technical problems for the team in this project. Chris is currently enrolled in second semester fluid dynamics. He also looks for opportunities to implement Matlab to solve analytical problems and analyse empirical data. Chris plans to use his skills to create a quality design for our client.

Wyatt will bring a reserved attitude and organizational skills to the group. This will be extremely beneficial in managing and organizing the important team documents. Wyatts main roles will be to coordinate with the team in collecting and centralizing the teams important documents and communicating with the web designer to get them posted to the website.

Everyone will be required to have equal share of work on research, design , report writing, and communication. It is important that each team member is involved in this project and has an equal understanding of what the expectations are. The responsibilities of each group member are outlined below in the next two sections.

5. Ground Rules:

The team will communicate primarily via a text message group chat and meet during class time on days where a staff meeting is not scheduled. A bulleted list of all ground rules are detailed below.

- No passive aggressive behavior/ if there is an issue, address it
- If a member will be late to a meeting or cannot make a meeting, they must inform the team at least one hour before the meeting is scheduled to start
- Everyone must do an equal amount of work
- All documents must be posted in the google drive
- Additional meeting time will be Thursday 7:30, or Sundays at a to be determined time
- Be respectful and professional at meetings
- Discussions will follow a relaxed attitude
- Be prepared to participate in meetings (i.e. bring laptop, paper, pen, etc.)
- Allow members to complete a thought before giving an opposing opinion
- All members must have full understanding before moving forward
- All members must be notified when an assignment is submitted
- Every assignment must be approved and read through by each member before being submitted
- Meetings must be open to every team member
- Each member must have an open mind
- Meetings must be productive (no more than 5 minutes of personal conversations)
- If mediation is necessary, members must move on after the fact

This list is subject to change at anytime and may be altered to better fit the needs of the group.

6. Potential Barriers and Coping Strategies:

Rules are only helpful if there are consequences for breaking them. We have outlined a few of our rules and how we plan on enforcing them in the following paragraphs.

Passive aggressive behavior is usually the biggest problem when it comes to effective teamwork. This is when everyone is complaining or acting unfavorably for the team while not exactly working to fix the problem. This has happened in every team that the group has been apart of. We have decided to make one our ground rules “no passive aggressive behavior” to cope with this problem. If the problem does arise through the rule we will have a meeting explicitly for resolving the issues.

Another possible barrier is someone not keeping up with their workload. We will first ask the person to justify their reasoning for being behind. If it is not resolved then we will issue a warning. If the warning still does not resolve the issue, we will consult the instructor.

A major issue that may arise is a member not regularly attending meetings and not communicating with the group. We had a ground rule that addresses absence and tardiness. If this issue becomes a habit, the individual will have a chance to explain themselves and if nothing comes from that, we will notify the instructor.

Group work tends to come with at least one member being closed minded. This is why we have the ground rule addressing open mindedness. It is important that each member can voice their opinion without fear of being silenced by another member. There is no right or wrong way to approach a problem and the team will operate smoother if everyone understands that. If there is a member that consistently believes that their opinion is the only correct one. They will be talked to and we may need to implement a talking item where you can only speak if you are holding that item.

We trust that each team member will do their best to uphold the rules that have been placed. Hopefully, these consequences will not have to be implemented.