

Project Team Charter
Open-Ended Wind Energy Team
Senior Capstone Design
Team Charter for Senior Capstone Design Project

1. Project Manager:

Abdul/Beongnsi

2. Team Purpose:

The foundation of the team's formation is to be able to build an operating wind turbine to the best of our advantage as Mechanical Engineers. Our stakeholder is David Willy. The expectations that declare our purpose are defined by the rules and regulations of the Collegiate Wind Competition.

3. Team Goals:

The team's project, process, and quality goals are defined within the competition guidelines. We aim to design a wind energy apparatus that is efficient and safe for the client and the team.

The level of commitment from each member of the team is to be able to understand every aspect of the preparation of the design and completion of the final product.

4. Team Member Personalities/Roles/Responsibilities:

Personality Style:

A- Michele Tsosie (Project Manager/Budget Liaison support)– Personality would be reserved and observant to the dynamics of the team. Assist in organization and mediator for conflicts. Details of the definitions in Wind Energy.

B- Abdulrahman Alossaimi (Project Manager/Client contact)- Doing more research about our project, and fill out any missing information, and also manage the meetings each week. A good communicator with people, scheduling an appointment with the TA in order to edit the assignment and submit it with less mistakes.

C- Fahad Almutairi – (Budget Liaison, website developer) My role will be to discuss with teammates about the what we need to purchase and count everything on the project design. Also, I have a responsibility to create the website and update the information on it.

D- Ahmad Saeed _ (Position: Technical analysis and CAD), help with designing the project and doing some math. Also, assist the teammates with the research and editing. Bring new ideas about our project each meeting, Come to the meetings early.

F- Besongnsi Ntoun – (Position: Technical Analyst and Researcher)

In a team, I will be selfless, honest and adaptable. My role will be to assist with matlab, SOTA Researches, Technical and Economical Analysis of the project. And will assist in every area in the project as needed.

5. Ground Rules:

The team will meet every week for a minimum one day for briefing. The other meeting times will be in class. If additional days are needed that will be planned accordingly.

All views will be accounted for and votes will need to be administered if there needs to be a fair decision as a team. Each team member will be held accounted by peer evaluations and knowledge of the project during presentations followed with the evals from the client.

6. Potential Barriers and Coping Strategies:

The barriers that affect teamwork would be personal obligations with family or beliefs that are respected by the team. We will come to an agreement by making compromises that benefit the success of the project. We have experienced involvement of the project that is reflected by the representation of the details of the project.

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

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
Abdulrahman Alossaimi

Signature

Print Name
Michele Tsosie

Signature

Print Name
Ahmad Saeed

Signature

Print Name
Fahad Almutairi

Signature

Print Name
Besongnsi Ntoug

Signature

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.