

Project Team Charter

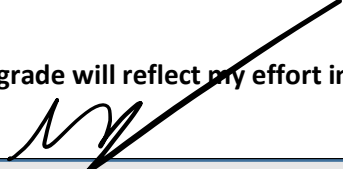
ME476C: Capstone I

Signature Cover Page

Each team member will copy the following statement in their own handwriting (LEGIBLY) in one of the designated areas below:

I agree to do an equal amount of work in the team. I understand that my grade will reflect my effort in the team.

Print Name: Nathan Bassidas

Signature: 

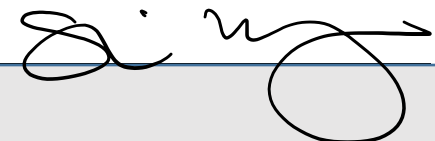
Print Name: Cassina Olson

Signature: 

Print Name: Carter Rhoades

Signature: 

Print Name: Shilo Bailey

Signature: 

Print Name: _____

Signature: _____

Team Purpose:

This team's main purpose is to effectively produce a product that would satisfy the requirements set by our stakeholders, Dr. Rebecca Bartlett and Carolyn Abraham (MS). The team will do so promptly, emphasizing the importance of professionalism between each other and the client, as well as maintaining clear and effective communication throughout the project's duration.

Team Goals:

The team's goal is to create a device that would assist in treating Trismus (Lockjaw) in a variety of settings and dental conditions. The device should be able to work with patients whose dental conditions vary, such as having no teeth or cracked/damaged teeth. Also, the device should open the jaw at least 6 mm in distance, without causing severe pain or damage to the patient. Furthermore, the device is to be entirely 3D printed, allowing for easy manufacturing and a lower cost of production.

Regarding our team's goal towards quality, our team should strive for professionalism above all else, working to create a product that both satisfies the stakeholder's needs and highlight our abilities as soon-to-be professional engineers.

Team Member Personalities/Roles/Responsibilities:Nathan Bastidas:

- Personality: INFP-T
- Roles: Project Manager; Co-testing Manager
- Responsibilities: Calculations for testing threshold, testing, manufacturing (access to 3D printer)

Shilo Bailey:

- Personality: ESFP-T
- Roles: Financial Manager; Co-CAD Engineer
- Responsibilities: Assembly, design, budgeting, fundraising, bookkeeping

Cassina Olson:

- Personality: INFJ-T
- Roles: Logistics Manager; Co-testing Manager
- Responsibilities: Calculations for nominal threshold; minute tracking, client emails, reservations

Carter Rhoades:

- Personality: INFP-T
- Roles: Manufacturing Engineer; Co-CAD Engineer
- Responsibilities: Application (electrical), assembly, design, manufacturing

Ground Rules:

This team will meet once a week on Tuesdays 3:00pm – 4:00pm, for 1 hour and an additional meeting time would be Sunday evenings at 6:30pm via Zoom/Discord to complete team check-ins before class.

This time is reserved for questions, delegation of work, weekly updates from our professor and/or our clients, or to work on any specific parts of the project in person. Additionally, any discussions are to be handled respectfully towards each team member and respectfully towards each other's time. As time is valuable in a project like this, concise and easy-going dialogue is best, as less time getting sidetracked or distracted during work hours allows for efficient time usage towards the project. Open communication is encouraged to prevent last minute changes in assignments/meetings/etc.

Potential Barriers and Coping Strategies:

If a member(s) is not present at a team meeting

Strategy:

Regarding team members not being present at a meeting, we will ensure and hold each other accountable to update one another if there will be an absence at a team meeting. Clarity regarding the meeting time, location, and availability is pertinent when it comes to having productive team meetings.

If a member(s) is unable to complete work on time:

Strategy:

If a team member is struggling to complete work on time, we agreed that the member in question should notify the rest of the team as soon as possible to assist in offloading any potential work. Knowing each other's limits regarding the amount of work is key when assigning tasks to each individual member, and making sure everyone is assigned a fair and equal amount of work will allow progress to flow smoothly. Additionally, we will perform biweekly check-ins regarding the currently assigned work to ensure everyone is still on track and highlight any potential concerns regarding workloads.

If member(s) wait until the last minute to start/turn in deliverables

Strategy:

As a team, we have agreed that, at minimum, 85% of a deliverable is to be completed by the end of business hours (5 PM) the day prior to turn in. This way, any minor changes can be performed the day of turn in, and parts of the team are not rushing to complete a deliverable right before it is due. This alleviates any potential stress that may occur from having to rush the deliverable to completion on the day of.