

Project Charter:

Team 306

LEON COUNTY ENERGY SUSTAINABILITY

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Project Scope

Project Description

In order for the Leon County Board of Commissioners to fulfill their goals described in the Integrated Sustainability Action Plan (ISAP), the Office of Sustainability has requested the use of Team 306 to analyze and submit a number of different turn-key designs for possible sites for a pilot solar generation project for Leon County facilities and parks. These projects will range in scale so as to coincide with any differing county budgets.

Market

While the goal of this project is to provide designs for Leon County, this project has the opportunity to be applied to multiple markets, due to its nature of community exposure and government propensity toward the advancement of renewable generation:

1. Other Government Facilities: whereas this project provides means of implementing solar generation in public places, other government organizations who share Leon County's vision for solar generation in their facilities could make use of our designs to both lower their operational electric costs and to increase public exposure to solar generation.
2. Commercial Facilities: whereas many commercial organizations in the same spirit as the Leon County Commissioners want to increase their use of renewables in their own facilities, this project can and may be applied toward not only government facilities but their private counterparts, as the difference is slim between the load required in a corporate office versus that required for a court house.
3. State and National Parks: whereas the facilities required in operation of a county recreational park will be similar in scope to those required by State and National Parks. This will allow these parks to reduce dependence on conventional sources of power and allowing for further exposure to the uses of solar power.
4. Private Communities: whereas many subdivision communities and homeowners' associations share the same views toward increasing use and public exposure toward solar energy as the Leon County commissioners, they can benefit immensely from making use of our findings as a means of beginning their own pilot projects toward integrating solar energy in their offices, parks, or any other facilities.

Assumptions

For this project, a number of assumptions in regard to the nature of solar generation and the nature of energy development must be made prior to the commencement of any and all work by the Team:

1. Safety will be the overarching design factor for any and all designs, testing measures and recommendations for the pilot projects
2. This will entail a number of pilot projects, and will not be overly ambitious, insofar that we are not looking to completely alter or remove conventional electrical utility connection from any of the facilities.
3. This project will be for facility-sized solar generation and will require appropriate output voltages for service.
4. As per Leon County, the construction of this project will be handled by the Leon County.
5. As per Leon County, any and all project documentation and implementation will be reviewed by the Office of Sustainability and will submit recommendations in regard to the design prior to implementation.

Stakeholders

This project will entail multiple stakeholders in its implementation:

1. Whereas we are representing the College of Engineering before Leon County, all faculty taking part in this project (instructors, advisors, reviewers) are stakeholders in its entirety.
2. Whereas the Leon County Office of Sustainability is sponsoring this project from start to finish, and our product will be put to use by them, they are regarded as stakeholders in its entirety.
3. Most importantly, this project is for the greater benefit of the public, and are the most crucial stakeholder in this project. All analyses, designs, and decisions will be made in regard to public trust and effective use of their tax dollars.

Code of Conduct

Mission Statement

Team 306 is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust. Every member of this team will contribute a full effort to the creation and maintenance of such an environment in order to bring out the best in all of us as well as this project.

Roles

Each team member is delegated a specific role based on their experience and skill sets and is responsible for all herein:

Team Leader: Jacob Moore

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among group members according to their skill sets; finalizes all documents and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project.

He keeps the communication flowing, both between team members and Sponsor. The team leader takes the lead in organizing, planning, and setting up of meetings. In addition, he is responsible for keeping a record of all correspondence between the group and 'minutes' for the meetings. Finally, he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress.

Lead ECE: Christopher Gibson/ Sean Fisher

- Responsible for the EE, IE, or CE design part in support of the project.
- Keeps line of communication with the team members.
- Responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process.

Co-Lead ECE/Project Secretary: Samantha Lafrance

- Maintains a line of communication with the team members.
- Keeps all design documentation for record.
- Act as Webmaster for Project

- Maintains written records of information, meeting minutes, etc.

Financial Advisor: Marwan Kamleh

Manages the budget and maintains a record of all credits and debits to the project account. Any product or expenditure requests must be presented to the advisor, who is then responsible for reviewing and the analysis of equivalent/alternate solutions. They then relay the information to the team and if the request is granted, order the selection. A record of these analyses and budget adjustments must be kept. Will finalize bill of materials and maintain record of all quotes obtained.

All Team Members:

- No role is set in stone
- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks

Communication

The main form of communication will be via GroupMe and through regular Zoom Meetings. Email will be a secondary form of communication for issues not being time-sensitive, in addition to correspondence with advisor, sponsor, instructor(s), and any resource outside of the College of Engineering. If Direct Messaged via GroupMe, the recipient should respond to questions in a timely manner not to exceed eight hours, except during holidays. For the passing of information, i.e. files and presentations, email will be the main form of file transfer and proliferation. For any calendar event, Microsoft Outlook will be the means of scheduling, and the Team Leader will create and forward all calendar updates and meeting requests as they arise.

Each group member must have a working email for the purposes of communication and file transference. Members must check their emails at least twice a day to check for important information and updates from the group. Although members will be initially informed via a phone notification, meeting dates and pertinent information from the sponsor will additionally

be sent over email so it is very important that each group member checks their email frequently.

If a meeting must be canceled, a notification must be sent to the group at least 24 hours in advance. Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Reason for absence will be appreciated but not required if personal. Repeated absences in violation of this agreement **will not** be tolerated and instructors will be notified after two consecutive absences from meetings without notification.

Team Dynamics

The students will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult it is expected that the member should ask for help from the other teammates. If any member of the team feels they are not being respected or taken seriously, that member must bring it to the attention of the team in order for the issue to be resolved. We shall **NOT** let emotions dictate our actions. Everything done is for the benefit of the project and together everyone achieves more.

Ethics

Team members are required to be familiar with the NSPE Engineering Code of ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be stringent following of the NSPE Engineering Code of Ethics. Whereas this project deals exclusively with public property and with the public trust, the Team will make all analyses, designs, and recommendations with the public trust of Leon County in mind.

Dress Code

Team meetings will be held in casual attire. Sponsor meetings and group presentations will be business casual to formal as decided by the team per the event. Zoom presentations will not require such attire below camera view.

Weekly and Biweekly Tasks

Team members will participate in all meetings with the sponsor, advisor and instructor. During said times, ideas, project progress, budget, conflicts, timelines and due dates will be discussed. In addition, tasks will be delegated to team members during these meetings. Repeat absences will not be tolerated.

Advisor updates will take place Wednesday on a biweekly basis, at 11 A.M. via Zoom. The purpose of these meetings are to maintain correspondence between the sponsor, the team, and the advisor as work progresses. All meetings are subject to cancellation at the behest of the advisor.

If there are any agenda items requiring discussion, or action items requiring completion by the group, these will be addressed in a weekly meeting held Monday's at 11:00 via Zoom if possible or in person at the College of Engineering if necessary. All group meetings are subject to rescheduling or cancellation if necessary.

Decision Making

Decision Making is conducted by consensus and majority of the team members. Should ethical/moral/public trust reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group member. Below are the steps to be followed for each decision-making process (as applicable):

- Problem Definition – Define the problem and understand it. Discuss among group.
- Tentative Solutions – Brainstorms possible solutions. Discuss amongst the group most plausible.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
- Design – Design the Tentative Solution product and construct it. Re-evaluate for plausibility and effectiveness.
- Test and Simulation/Observation – Test design for Tentative Solution and gather data. Re-evaluate for plausibility and effectiveness.
- Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if design can be improved and if time/budget allows for it.




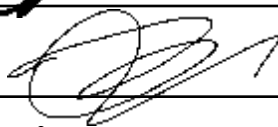

Conflict Resolution

In the event of discord amongst team members the following steps shall be respectfully employed:

- Communication of points of interest from both parties which may include demonstration of active listening by both parties through paraphrasing or other tool acknowledging clear understanding.
- Administration of a vote, if needed, favoring majority rule.
- Rock Paper Scissors
- Team Leader intervention.
- Instructors will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 306 agree with all of the above and will abide by the Project Charter set forth by the group.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>Samantha Lafrance</u>		<u>01/11/2021</u>
<u>Jacob Moore</u>		<u>01/11/2021</u>
<u>Christopher Gibson</u>		<u>01/11/2021</u>
<u>Marwan Kamleh</u>		<u>01/11/2021</u>
<u>Sean Fisher</u>		<u>01/11/2021</u>