



Team contract for *IME 3: City of Tallahassee*

Senior Design Project

The purpose of this team contract is to increase individual accountability and to reduce conflict by setting rules and leadership to each team member through out every phase. Moreover, the team is pursuing to develop a statement of the team's purpose, primary goals toward the project completion, and the duties and roles that each team member should do in order to carry out the DMAIC (Define, Measure, Analyze, Improve, and Control) process successfully. The team is aware that in order to complete this project, rules should be established in order to ensure that the team follows guidelines which will lead to high team performance and satisfaction for all members of the group.

Team Members

Kevin Peer is an Industrial and Manufacturing Engineer student at Florida State University with a minor in Physics. He has had three separate internships. He has been a Manufacturing Engineer intern at Sun Nuclear Corporation in Melbourne, FL, a Quality Engineer intern at Harris Corporation in Melbourne, FL, and an Operations Emerging Leader intern at Nielsen in Tampa, FL. Kevin was president of Alpha Pi Mu, the Industrial Engineering Honors Society, a resident assistant for two years, and is currently president of the Swing Dance Club at Florida State University.

Nathaly Paredes is an Industrial and Manufacturing Engineer student at Florida State University with a minor in business. She did a study abroad program in NTNU (National Taiwan Normal University) to learn Chinese. She did an internship back in the Republic of Panama in PC-CAD S.A in which she served as an office assistant; she was able to work with people from multidisciplinary science majors such as architects, and engineers. She received training in Auto-Cad and Project Management training for countries such as Panama and Central America. In addition she got her Six Sigma Green Belt Certification, and is currently a member of societies such as SHPE (Society of Hispanic Professional Engineers), IIE (Institute of Industrial Engineers), secretary of SME (Society of Manufacturing Engineers), and marketing and social media manager for PTY@FSU (Panamanian Student Association at FSU).

Anthony Marotta is an Industrial and Manufacturing engineering student at Florida State University. He has complete two internships so far. One was at the Thomas P. Smith Water Facility and the other was with Deutsche Post DHL. His main experience and background is in supply chain and logistics. He has experience with a logistics-consulting group within DHL. He has strong experience with Microsoft Excel including Microsoft software. He obtained a Six-Sigma Green Belt in the spring of 2014. He is a part of the Institute of Industrial Engineers as well as the Society of Manufacturing Engineers.

Meetings

Everybody is expected to meet in the Senior Design Room every Tuesdays and Thursdays at 2:45 P.M, this is subject to change if team members agree on a more suitable time throughout the semester. The team expects everyone to be in attendance or on time unless the member has a valid excuse. Meeting minutes will be uploaded to ensure all team members are on the same page.

Team members will observe one another's academic and personal schedule and plan meetings accordingly. The ideal alternative meeting time is Wednesday at 12:30 pm in the Senior Design room. However, the group understands that extreme circumstances are always a possibility. This is why the team will make special exceptions for accidents, death of family members, religious holidays, special events, etc. However, if any team member cannot attend a meeting, it is their responsibility to make sure their assignments are completed. Unexcused absences will not be permitted.

Anthony Marotta will set up meeting agendas.

Kevin Peer will be responsible for keeping the team on track during a meeting. He will remind the team of the objectives and ensure the time is being spent efficiently. Kevin will also be responsible for the team website.

Nathaly Paredes will keep track of meetings and record and disseminate meeting minutes. She will keep detailed notes via Microsoft Word and email the minutes out after each meeting. Nathaly Paredes will be responsible for uploading the meeting minutes to the Blackboard page. This will remain consistent throughout each phase and meeting.

Communication

The team will maintain contact with one another primarily through cell phone, Facebook, and in-person interactions. The group has decided to create a group text in order for all team members to communicate in a fast and effective way. The team members also believe verbal communication is important, which is why phone calls will be made as needed. Each team member has at least three classes together, making in-person interactions easy. All team member's opinions will be heard. Once each team member has voiced his or her opinion on an issue, a majority vote will decide the team's course of action. Each group member will act and think with the team's best intention in mind. The group will maintain respect for one another and not make personal attacks when there is disagreement.

Stakeholder Interaction

- Dr. Okoli – Industrial Engineering Department Chair, FAMU-FSU College of Engineering
850-410-6352 | 850-645-8997 okoli@eng.fsu.edu
- Margaret Scheiner – Senior Design Teaching Assistant, Florida State University
Mvs13b@my.fsu.edu
- Ryan Adams – Senior Design Teaching Assistant, Florida State University Gra15@my.fsu.edu
- Reginald Ofuani – General Manager, City of Tallahassee Reginald.Ofuani@talgov.com
850-891-5450
- Felicia Ronay – City of Tallahassee Felicia.Ronay@talgov.com

We will send each stakeholder a progress report once a week through email. We will also meet with them in person as frequently as the project demands. If stakeholders require a different form or frequency of communication, we will accommodate accordingly.

Meetings with the TAs will be made by appointment. The TAs will be given at least 48 hours of advanced notice of the meeting request. Meetings set up without 48 hours of advanced notice will only occur in emergency. Ideally, all team members should be present, but all members directly involved with the subject matter of the meeting **must** be present.

Meetings with the sponsor will be scheduled at least 72 hours in advance once an agreed-upon date and time are determined by the stakeholders involved in the meeting. Anthony Marotta will be responsible for keeping all parties up to date with meetings and any time or location changes to the meeting that may occur.

Nathaly Paredes will be responsible for keeping track of meetings and minutes through Microsoft Word and will email notes out to members of the meeting afterwards.

Emails were sent to project advisors with presentation dates. Emails regarding deliverables will be sent as soon as completed to allow the advisors to stay current with the project progress. Phone calls and other forms of communication may be used to ensure that the stakeholders are fully aware of the time and location of all meetings as well as deadlines of deliverables.

1. Team Expectations

Work Quality

We will hold high quality expectations for one another and ourselves when writing reports, conducting research, and performing presentations.

The team will delegate an even amount of work to be done for the presentations and reports. Each team member will observe the responsibility they have to themselves and to the team when writing reports, performing presentations, and conducting research. When practicing presentations and reviewing reports, the team will collaboratively work together in a meeting to get a group consensus on the final product.

The team will observe “we” instead of “I” when working and making decisions for the betterment of the project.

Team Participation

The group understands that teamwork is necessary to have a successful senior design project. With teamwork in mind, the team will adhere to a professional setting when communicating, making decisions, and other group undertakings.

Tasks will be divided between team members at the beginning of each stage based on key strengths, weaknesses, and amount of work the tasks require.

The team understands that a “dead clock” is right twice a day. This promotes a comfortable work setting that allows all team members to voice their ideas and opinions.

The group recognizes that in order to achieve goals, deadlines must be set. In order to make those deadlines, the team must stay on track. Kevin Peer is responsible for keeping the team on track. The team will measure its performance weekly based on what is expected of them and their progress towards their achieved goal.

Phase leaders will be chosen by volunteer or group decision. Phase leaders cannot be chosen consecutively. Each member must act as phase leader once.

The phase leader will act as an overall program manager while the other group members will follow the lead of the phase leader. It is the responsibility of the phase leader to ensure the phase is completed successfully. The phase leader will take into account the ideas of the other members. The other members may lead certain projects within the phase depending on their strengths and skills.

Personal Accountability

We expect every member to meet every meeting on time while fully participating. The team does understand extreme circumstances when team members cannot meet. If this does occur, the team member must still be responsible in communicating and completing their weekly goals.

Group members are fully responsible for fulfilling their assignments, timelines, and deadlines. Each group member will complete their delegated tasks. The team understands each team member must complete these tasks in order to have a successful project.

The members of the group will maintain an open and frequent level of communication. This is very important in understanding the project and knowing the progress of the group.

2. Consequences for Failing to Follow Procedures or Fulfill Expectations

The violator's first offense will yield a warning with understanding that they may not be fully aware of their inadequate actions. The second offense will yield a re-visitation of the team contract. The third offense will then be brought to the attention of the TAs and potentially the Department Chair.

Team Member Signatures

By signing below, each individual confirms the following statements.

a) I participated in the creation and expression of the standards, procedures, and expectations stated in this contract.

b) I understand that I am obligated to abide by these terms and conditions.

c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences described in this contract.

Type each team member's name above the signature line. Delete unnecessary signature lines.

Before printing and signing this document, ensure all italicized words from the outline document have been addressed with additional text & removed from the document.

1) Kevin Peer date 1/14/16

2) Anthony Marotta date 1/14/16

3) Nathaly Paredes date 1/14/16