



INDUSTRIAL &
MANUFACTURING
ENGINEERING

Team contract for Group 4 / Crowley

Senior Design Project

*The purpose of this team contract is to increase individual accountability and to reduce conflict. Make your contract as specific as possible. **Note:** this contract must be approved by a course staff member (teaching assistant) **prior** to submission on Blackboard. If a contract is submitted to Blackboard without course staff approval, a grade will not be recorded.*

Team Members

Allison Moothart, Industrial Engineering

- Minor in Business
- Work Experience
 - Walt Disney Company – Entertainment Staffing Analyst Intern
 - Walt Disney Company – Workload Analyst Intern
 - Florida State University Visitor Center – University Ambassador
- Skills
 - Six Sigma Green Belt Certified
 - Proficient in Microsoft Word, PowerPoint, Excel, and Access
 - Basic knowledge of C++, MatLab, Minitab, SQL

Kyle Neff, Industrial Engineering

- Minors: Mathematics, Economics
- Experience:
 - 2 years of working at a civil engineering firm (Mathers Engineering)
 - Duties include: design in CAD, load testing, general contracting design, landscape layout, and drainage layout
 - 1 year working at a manufacturing firm (Armstrong International)
 - Duties include: CAD design, machine programming, plant layout, and quality assurance
 - 1 year working on research (FSU High Performance Materials Institute)
 - Duties include: setting up experiments, recording data, CAD
- Skills/Knowledge
 - Proficient with MS Word, PowerPoint, Visio and Excel
 - Experienced with CAD software such as: AutoCAD, CivilCAD, Google SketchUp and SolidWorks
 - Basic operational experience with various machines in HPMI such as HAAS VF2 mill, HAAS SL-10 lathe, TA Q100 DSC, TAQ800 DMA, 3D printing, OMAX55100 JetMachining

Center, various sonicators, UV-Vis-NIR Spectrophotometer, and four-probe electrical resistivity setups.

- Worked with basic layout of composite manufacturing

Johanna Robinson, Industrial Engineering

- Basic computer aided design knowledge
- Microsoft Office knowledge
- Basic Peachtree knowledge
- Hard worker with good interpersonal skills
- Good communication skills
- Past experience working with distribution/logistics company

1. Team Procedures

Meetings

Team Meetings

Team meetings will take place weekly at 11:00 AM every Friday in the Industrial Engineering Senior Design lab. All group members are expected to attend these weekly meetings. Any additional meetings may be discussed and scheduled during our weekly meeting. Monday and Wednesday mornings will be used as an additional or alternate meeting time. There does not need to be a formal agenda for team meetings, however, each team member should come prepared to discuss any updates they may have and ask any questions. During the team meetings this team contract will be reviewed and updated. If any changes are made the team contract will be uploaded to the Blackboard site. During the meetings the phase leader will ensure that each member has the opportunity to present their information and ask questions of the other team members. All team members are expected to attend the team meeting each week. If a team member is unable to attend a meeting due to an unforeseen circumstance they should inform all team members as soon as possible.

Stakeholder Meetings

For stakeholder meetings the team will determine the agenda at the weekly team meeting prior to the stakeholder meeting. The phase leader will be responsible for communicating the agenda to all stakeholders that will be attending. The phase leader is responsible for leading the meeting and making sure that all agenda items are met, however, they should allow all team members to actively participate in the meeting. Kyle will be responsible for compiling the meeting minutes for all meetings and posting them on the Blackboard blog.

Communication

The main form of communication among group members will be via text through the established group message. All files will be uploaded to the group's shared Dropbox folder. Anything that cannot be communicated via text, such as documents, should be emailed. All team members are expected to respond to emails within 24 hours. If an email is urgent the sender should inform the team via text. When making decisions all three team members should come to a consensus.

Stakeholder Interaction

FAMU-FSU College of Engineering Stakeholders

Dr. Okoli
Senior Design Course Instruction and IME Department Chair
Email: okoli@eng.fsu.edu

Ryan Adams
Senior Design Teaching Assistant
Email: gra15@my.fsu.edu

Margaret Scheiner
Senior Design Teaching Assistant
Email: mvs13b@my.fsu.edu

FAMU-FSU College of Engineering Stakeholders

Dorinda Geans-Jay
Process Engineer
Phone: 904-316-9887
Email: Dorinda.geans-jay@crowley.com

Hugh Brinson
Manager Operations Excellence
Phone: 904-727-4121
Email: Hugh.Brinson@crowley.com

Ernesto Garcia
Director Process Engineering
Phone: 904-727-2130
Email: Ernesto.garcia@crowley.com

Dr. Okoloi will receive updates through in class presentations and additional in-person meetings will be scheduled as needed

Ryan Adams and Margaret Scheiner will receive updates through in class presentations and have monthly in-person meetings. Additional meeting will be scheduled as necessary and questions can be asked via email.

Hugh Brinson and Ernesto Garcia will be copied on all email communication. Additional questions can be asked and answer through phone calls. Because the sponsors are located in Jacksonville all in-person meetings will be arranged about a week in advance as needed. These meetings will be set up individually to account for the sponsors' and team members' schedules. All team members will be expected to travel to the in-person meetings. Our sponsors will be informed of and invited to our

presentations well in advance, however, due to the travel involved if they are unable to attend we will ensure that they receive the presentation information in another form. Deliverables between presentations will be communicated via email and all documents will be located in a shared Dropbox folder which all sponsors will have access to.

2. Team Expectations

Work Quality

All team members understand that they are not only representing themselves but also the FSU – FAMU College of Engineering. It is expected that all team members present a quality of work that does the college and themselves justice. It is expected that team members review their work and the work of the other members to ensure that our stakeholders do not receive work with any errors. Our weekly meeting time will be used to complete work and assign work to individuals if needed. This time will also be used to review and consolidate the work of each member. All team members are responsible for reviewing each other's work. Additional meetings will be scheduled leading up to presentations in order to prepare and practice.

Team Participation

Communication is the key to working as a team and cooperating. Team members are expected to keep continual open lines of communication. This means that team members should ask for help when needed and offer help when able. Tasks will be divided as a group. Team members should volunteer for tasks with which they have the most experience and are most comfortable. If no one volunteers for a task, the group will assess each individual's workload and assign the task to a team member. With such a small group team members should always have the opportunity to speak up. If one member feels that they are being given too much work, or alternatively, not enough responsibility, they should feel comfortable to communicate this with the rest of the group. The team will create personal deadlines in addition to those that were given as part of the course. This will help ensure that we are continually making progress and moving forward.

The phase leader will mainly serve as the organizer for that phase. They will be the main point of communication to stakeholders and will be responsible for keeping track of deadline. Two members will be phase leader twice and one team member will be phase leader once. We will choose the phase leader by discussing it as a group. The first phase team leader will be Allison and the second phase leader will be Johanna. The phase leaders for the second semester will be determined at the end of the first semester.

Personal Accountability

All team members are expected to attend all meetings and be on time. In the event that a member is not able to make a meeting they should inform the other members as soon as possible. It is expected that team members complete all work assigned to them by the deadline that the team determines. Team members are expected to be honest and communicate. If a team member feels that they are unable to complete a task they should inform the team as soon as possible. Team members are expected to answer texts in a timely manner and answer emails within 24 hours. If a team member knows that they will have an extended period where they will be unable to communicate (ie: out of town) they should let the team know in advance.

3. Consequences for Failing to Follow Procedures or Fulfill Expectations

It is expected that all team members communicate in a direct and respectful manner. If members of the team feel that one person is not upholding any part of the team contract they should address the issue with that person. If the issue persists the team should discuss the cause of the issue and see if a reasonable solution can be reached. If the issue is unable to be resolved the TA should be informed.

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) Allison Moothart date 9/15/15

2) Kyle Neff date 9/15/15

3) Johanna Robinson date 9/15/15