Team contract for IME 8:*Lab-scale Automation*
Senior Design Project

Team Members (Refer to *Exhibit A* for team member contact information.)

Khánh Bui (IE):   Background and experience in Project Management, Leadership, and Composite Research and Manufacturing

Nicholas Fountain (IE):   Background and experience in Team Management, Supply Chain Management, and Industrial Process and Systems

Mariana Victoria (IE):   Background and experience in Project Management, Organization, Budget Management, and Supply and Distribution

Monté Ward (EE):   Background and work experience in Programming, Project Management, Creation of Proposals, Needs Analysis, and Efficiency Optimization

Vincent Mtenga (CpE):   Background and work experience in Programming, Cost Analysis, and Network Engineering

1. Team Procedures

Meetings

Everyone is expected to attend the meetings indicated below when not in conflict with holidays observed by or closures enforced by the FAMU/FSU College of Engineering. Exceptions can be made with prior notice of at least 24 hours.

> Every Monday: 12:30pm – 1:30pm

> Every Wednesday: 12:30pm – 1:30pm

Additional meetings (as - needed) can be scheduled within the following time slot:

> Fridays: 12:00pm – 1:30pm

> Sundays: 3:30pm- 6:30pm

During our normal meeting times, we could propose additional meeting hours if needed. An official email will be sent out by **Mariana Victoria** right after the meeting to ensure that everyone has received the notice.

Mariana Victoria will be in charge of any and all meeting agendas. The agenda for the next meeting will be created at the end of each meeting. In the event that Mariana is not present**, Khánh Bui** will be in charge of preparing the meeting agenda for the next meeting.

Mariana Victoria is responsible for keeping the team on track during meetings. She will ensure the team does not deviate from the task. Initially, methods employed to accomplish task will include setting specific time slots for each agenda item, wrapping up discussion 1 minute prior to the end time, and tabling topics of discussion for a future meeting when appropriate.   These techniques will continuously be evaluated and modified as the team discovers which processes work best for the overall success of the team.

Nicholas Fountain will be responsible for recording and disseminating minutes. He will do so by detailing each meeting electronically using Microsoft® Word. As part of the record, he will include attendees present and verification that all agenda objectives have been addressed.

He will make type all meeting minutes and make them available to the team within 72-hours via Blackboard, e-mail, and/or other electronic means. In the event he is unable to perform this task due to unforeseen circumstances, **Vincent Mtenga** will serve as his substitute.

Communication

Communication that involves the team members will be conveyed through group text messaging. When outside parties, including but not limited to, stakeholders, professors, and teaching assistants (TA) must be involved in the communication, e-mail will be the preferred method unless otherwise requested.

As part of the decision making process, we recognize that all team members add value. Conflicts or differing opinions will be resolved through a simple majority vote.

Stakeholder Interaction (Refer to *Exhibit B* for stakeholder contact information.)

Dr. Tarik Dickens, Principal Investigator at High-Performance Material Institute (HPMI) (IE)
Dr. Okenwa Okoli, Senior Design Professor and Associate Director at HPMI (IE)
Dr. Jerris Hooker, Senior Design Professor (ECE)
Dr. Nikhil Gupta, Adjunct Professor and Advisor (ME)
Mr. Kunal Joshi, PhD Candidate (IE)
Mr. Phong Tran, PhD Candidate (IE)
Mr. Aniket Ingrole, PhD Candidate (IE)
Ms. Madhuparna Roy, PhD Candidate (IE)
Ms. Margaret Scheiner, PhD Candidate and IME Senior Design TA (IE)
Mr. Ryan Adams, PhD Candidate and IME Senior Design TA (IE)

The stakeholders will be contacted via emails, Blackboard, or any combination thereof as needed. Additionally, the team will maintain a website with current information that is accessible to all stakeholders. The website will be updated at least once a week.

The meetings with the stakeholders will occur at least twice a month on Fridays subject to of the stakeholders' schedules. Location will be determined at the time of scheduling due to availability. Additional meetings will be scheduled as needed. Although the attendance of all team members is preferred, only a majority of the team members will be required to attend each meeting. The members

required to attend the stakeholder meeting will be identified no later than the immediately preceding team meeting. If one of the selected members is unable to attend the presentation due to unforeseen circumstances, he or she must inform the entire team immediately. Being excused from participating in a meeting does not preclude any member from actively assisting in preparing for the meeting.   Every team member must participate in at least one in every four stakeholder meetings. At this time, no one team member is required to attend all meetings.

The team will maintain a group calendar that all members and stakeholders may access. The meetings will be scheduled at least a week in advance with the exception of unforeseen incidents that may arise. **Khánh Bui** will act as a liaison for scheduling meetings with stakeholders. In the event that Khánh is unable to perform this task**, Monté Ward** will assume these responsibilities.

Nicholas Fountain will be responsible for recording and disseminating minutes. He will do so by detailing each meeting electronically using Microsoft® Word. As part of the record, he will include attendees present and verification that all agenda objectives have been addressed.

He will make all minutes available to the team within 72-hours via Blackboard, e-mail, and/or other electronic means. In the event he is unable to perform this task due unforeseen circumstances, **Vincent Mtenga** will serve as his substitute.

As stated above, **Khánh Bùi** will act as liaison with stakeholders and will communicate updates of all deliverables, as well as dates of scheduled presentations timely, in order to provide stakeholders with sufficient time to confirm attendance or propose an alternate time.   The team recognizes that at times it may be impractical to schedule presentations and meetings so that all stakeholders referenced above are able to attend. To this end, invitations for all meetings with stakeholders will be sent at least seven days before the indicated meeting time in hopes that stakeholders will responds within three days. In any instance where any stakeholders who wish to attend but whose schedules are prohibitive, **Khánh** will contact the team and TAs immediately to determine if an alternate time can be proposed based on all responses received, benchmarks, resources, and deadlines. Furthermore, the team recognizes that it is essential that key stakeholders (e.g. sponsors) are able to attend specific presentations and/or meetings within each phase of the project; scheduling conflicts with their schedules may be given priority.

2. Team Expectations

Work Quality

Maximum effort should be shown through the work submitted to the designated team leader at each phase. For presentations, each member must be prepared and able to present their section with confidence and grace. Each member is responsible for his or her part of the writing/presentation being well written and accurate within the scope of the topic. Research must be reliable with correct citations and references.

Our team will meet and discuss the strategic plan to approach the topic or research. We will divide the load according to skillset and quantity of work. The appropriate division of work will be documented. The team leader is in charge of editing the final, aggregate presentation/report and make the presentation/report flow. The team leader will not make drastic changes without the consent of the other group members and will send out the edited report/presentation. Before delivering any

presentation, the team will practice the presentation in its entirety a sufficient number of times (a minimum of three) to ensure quality and adequacy.

Each team member must turn in his or her portion of the presentation/report on or before the assigned deadline to afford the team leader enough time to edit and finalize the work. Due to the scope and timeline of the project, deadlines will be assigned at the time work apportioned. It is expected that all team members will planned accordingly to reduce the impact that unplanned incidents will have upon submitting work timely.

Team Participation

Our team will ensure cooperation by thoroughly communicating regularly and discussing any issues we may encounter and concerns we may have. If there is any conflict that may affect cooperation and teamwork, it should be immediately articulated to the entire team. As a team, an appropriate decision will be made that corresponds with the seriousness of the conflict. If there is a lack of cooperation by any member of the team, then more serious actions will be taken, up to and including involving faculty.

The team leader of each stage will delegate the tasks required. He or she will make sure that all members understand and agree with the delegated tasks. These tasks should be documented at the end of each meeting.

A set amount of time in each meeting will be established as a "no judgment zone". During this period, honest, direct communication expected. It is the team's objective that there will be no attacking the ideas or comments delivered by teammates, as conflicting ideas and opinions can be delivered amongst professionals without creating an emotional wake. Ideally, this time will be used to discuss items that were not necessarily in the meeting's agenda, including ideas, complications, suggestions, improvements, and general brainstorming.

A detailed check list for the phase will be made at the first meeting of each phase, led by the team leader of the phase. This will include the timeline, as well as the tasks for each member; the outline must be voted upon and approved by a majority of team members. Each team member agrees to be bound by the approved outline. The team acknowledges that in the event of an emergency, unexpected events, or administrative changes, deadlines may need to be adjusted and fine-tuned.

Performance will be reviewed by the team leader on a consistent basis by making sure teammates are adhering to the interim dates, as well as at the deadline of each phase. Additionally, the team leader will discuss both progress and performance with the entire group at least weekly via text, through email, by phone, or in person. At the end of each phase, team members will discuss what went wrong and how it can be improved in future phases.

The team leader position will rotate, and the team leader will serve for one full phase of the project. The team is comprised of five members, and there are five phases; consequently, each member will serve as team leader only once—barring any changes impacting the membership of the team. The leader for each phase will be identified based on which skills are required for each phase and who will benefit the group the most.

The team leader must be patient and fair with the other members. He or she must be accessible at any moment and should communicate effectively with everyone in the group. The team leader should approach problems with serenity and calm. If the problem is going to affect the whole group, he or she

must communicate it to the group in order for the team to vote and reach a solution. If the problem is due to personal matters among the team members, the team leader must approach each side and try to solve it without any bias or giving preference to a specific side. In the issues that affect the entire group, there would be a vote in which the majority vote will win. If someone is missing from that meeting, his or her vote must be sent to the group in any written form.

Personal Accountability

We expect a high level of responsibility for every meeting. If a member is running late for or is going to be absent from a meeting, he or she must let the team know before the meeting is scheduled to start. Every member must actively participate in each meeting contributing his or her ideas, opinions and conclusions. If a member knows they will be missing a meeting because of a prior commitment, he or she should notify the group as soon as possible. It will be preferable to document the reason of an absence from a meeting.

We expect a high level of responsibility from every member of the team to complete and submit assignments before all deadlines established by the curriculum, the sponsor, other stakeholders, and/or the team. Deadlines are going to be very important and everyone must agree to respect them. If a deadline is going to be moved or if someone has an unforeseen incident, it must be documented and communicated immediately in an email sent to every member of the team. If a member encounters an issue, he or she must notify the team leader and according to the seriousness of the issue, the team leader will communicate it to the group or solve it privately with that member.

Members should communicate their ideas, issues, and concerns with the whole group. The team leader will also encourage open communication among members to maintain a stable team environment.

3. Consequences for Failing to Follow Procedures or Fulfill Expectations

Infractions are defined as behaviors that jeopardize the success of the design project or behaviors that negatively impact the overall function and efficacy of the group. Any purported infractions will be brought to and discussed within the "no judgment zone" during each team meeting. If infractions continue unabated, the TAs will be notified first.
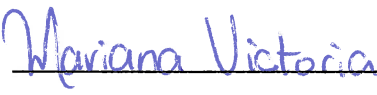
Team Member Signatures

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 am subject to the consequences described in this contract.

Khánh Bui   Date 9/16/2015

Nicholas Fountain   Date 9/16/2015

Vincent Mtenga   Date 9/16/2015

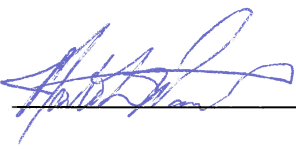**Mariana Victoria**   Date 09/16/2015

Monté Ward   Date 9/16/2015

Exhibit A: Team Members' Contact Information

Senior Design Project Fall '15 – Spring '16

Team number: IME 8   Project name: Lab-Scale Automation

Department:	Name:	Email:	Cellphone:
Industrial Engineering	Khanh Bui	Kkb12@my.fsu.edu	513.641.9093
Industrial Engineering	Mariana Victoria	Mcv12@my.fsu.edu	850.345.5537
Industrial Engineering	Nicholas Fountain	fountnic@gmail.com Nicholas.fountai@famu.edu	954.560.3335
Computer Engineering	Vincent Mtenga	Vincent.Mtenga@gmail.com Vincent1.mtenga@famu.edu	850.228.6130
Electrical Engineering	Monté Ward	MLWard1981@gmail.com Monte1.ward@famu.edu	850.321.3568

Exhibit B: Stakeholders' Contact Information

Senior Design Project Fall '15 – Spring '16

Team number: IME 8   Project name: Lab-Scale Automation

Department/Role:	Name:	Email:	Phone:
IME Sponsor	Dr. Tarik Dickens, Principal Investigator at HPMI	Tjd02c@fsu.edu dickens@eng.fsu.edu	850.410.6353 850.645.8987
ME Senior Design Professor	Dr. Gupta	ng10@my.fsu.edu	850.410.6200
IME Senior Design Professor	Dr. Okenwa Okoli, Associate Director at HPMI	okoli@eng.fsu.edu	850.410.6352 850.645.8997
ECE Senior Design Professor	Dr. Jerris Hooker, Adjunct Professor	Jh09c@my.fsu.edu	850.410.6463
IE	Mr. Kunal Joshi, PhD Candidate	Ksj10e@my.fsu.edu	850.319.2674
IE	Mr. Phong Tran, PhD Candidate	2hoangphong@gmail.com	
IE	Ms. Madhuparna Roy, PhD Candidate	Mr13@my.fsu.edu	
IE	Mr. Aniket Ingrole, PhD Candidate	Aai07d@my.fsu.edu	850.524.5720
IE IME Senior Design TA	Ms. Margaret Scheiner, PhD Candidate	Mvs13b@my.fsu.edu	
IE IME Senior Design TA	Mr. G. Ryan Adams PhD Candidate	Gra15@my.fsu.edu	