



INDUSTRIAL &
MANUFACTURING
ENGINEERING

Team contract for *IME 9: Mars Corporation*

Senior Design Project

Team Members

Estefania Cendon – Industrial Engineering – Proficient with AutoCAD and Minitab; fluent in both Spanish and English (written and orally); good organizational and leadership skills.

Brandon Woodall – Industrial Engineering – Work experience in Apple tech support, and mechanical contracting/construction; proficient with AutoCAD and Minitab; held meetings with internal affairs committee with Florida State University fraternity.

John Krupilis – Industrial Engineering – Internship with Kiewit in Norfolk VA; Six Sigma Green Belt; proficient with AutoCAD and Minitab.

1. Team Procedures

Meetings

Team meetings will take place regularly every Monday and Wednesday at 12:30 pm in the Senior Design room A207 located in Building A of the FAMU-FSU College of Engineering. All members are expected to participate in every meeting unless otherwise specified or with an excused absence. Additional meetings will be scheduled depending on the progress of the tasks at hand and the level of accomplishment of the team common goals. The team will decide collectively after each weekly meeting, after post-class discussions, or through text messages when those additional meetings will be scheduled.

The team leader for each phase will be in charge of setting the meeting agendas by reaching a consensus with the team members and adjusting changes in date and place. In addition, the team leader is responsible for keeping the team on track during a meeting by establishing a strong team identity in order to achieve high performance for all members, specifying work standards and expectations, approving by consensus any changes that may arise during the phase completion, creating a schedule about the important milestones and tasks that must be covered along with the specific amount of time it will take to fulfill them, and keeping detailed documentation about the process to point out the client requirements. Furthermore, the team leader should bring to every meeting an agenda with notes on what must be covered each day and provide specific feedback to members making sure they know what is expected of them in each of the tasks.

A team member will be in charge of keeping track of meetings by recording dates, topics discussed, and duration of meetings in a physical folder along with any other project related information. For each phase,

a team member who does not hold a leadership position will be assigned to post the meeting minutes on the Blackboard blog. This position will change for each phase by applying the same condition previously mentioned in order to ensure that each member actively and equally contributes to this responsibility.

Communication

Team members will maintain contact regularly by posting in a group text message and will meet personally after IE Senior Design class period every Thursday to assign individual tasks and responsibilities to work on until the next group meeting. Team members will share documents and reports by using emails and Dropbox.

The phase leader is required to dictate the decision making policy. Important decisions that affect the entire project will be discussed with entire team ahead of time and the team will decide by a majority vote whether the ideas or changes should be implemented or not.

Stakeholder Interaction

Our team project stakeholders are:

1. Charelle Lans: IE/LEAN Manager at Mars & Director for Phenomenal Women's Health, Inc.
Contact number: 229-434-4822
Email address: charelle.lans@effem.com
2. Margaret Scheiner: Research Assistant at High-Performance Materials Institute/Teacher Assistant for Senior Design Project I&II.
Email address: mvs13b@my.fsu.edu
3. G. Ryan Adams: Graduate Research Assistant at Florida State University/Teaching Assistant for Senior Design Project I&II.
Email address: gra15@my.fsu.edu
4. Dr. Okenwa Okoli: Professor & Chair, Department of Industrial & Manufacturing Engineering, FAMU-FSU College of Engineering.
Email address: okoli@eng.fsu.edu

Mars headquarters are located in Albany, GA. For this reason, our principal communication media with the sponsor personnel will be through formal and professional email messages with updated information about our team progress. Also, phone calls will be used for planning personal meetings with the company staff and the sponsor. For stakeholder meetings, all team members are required to be present in order to keep up to date information about what our client wants as the project progresses. Meetings will take place any day of the week in Albany GA at the discretion of the sponsor and according to the team member's class schedule which allow the meetings to be arranged any Monday-Wednesday after 12:30 pm, Tuesday-Thursday after 5 pm, and Fridays after 2 pm. Supplementary meetings will be planned accordingly if necessary.

The team leader will schedule the meetings with the stakeholder through email or personal call at least two weeks in advance before the date established in the team preliminary schedule. The first meeting must be scheduled at least four weeks before the phase report is due. The following meetings must be

established according to the task magnitude and complications encountered in the process with a two week advance notice. The team leader will keep the rest of the team members up to date with the dates and changes to meetings. The team member responsible for keeping track of group meetings, the team leader, will also have the responsibility to record topics, stakeholder requirements, and duration of the meeting with the stakeholder or any other company personnel.

At the end of the first programmed meeting, each of the project's stakeholders will receive a copy of important dates highlighted on a calendar referring to each end of phase presentations and the final poster presentation. In addition, the team leader will contact the sponsor(s) a week in advance to request their presence in the upcoming presentation.

2. Team Expectations

Work Quality

High standards and expectations are expected from all the team members. Team members must submit formal technical reports for their assigned task and clearly describe how results were obtained and their significant implications in the project objective. Adequate, trustworthy, and credible sources should be used for research purposes. Lastly, for presentations, members are expected to look and behave professionally with support material designed in a simple and non-distractive manner.

After obtaining a clear understanding of the tasks, objectives, and expectations for the project, then each team member will be responsible for properly writing a particular section of the report based on the team leader assessment of the individual skills and capabilities. Also, each member is encouraged to personally request a section or task if desired based on their knowledge, relative experience, or interest. The team leader will also record and assign provisional due dates in the preliminary schedule for each section in order to assess strengths and weaknesses and make any required changes. The entire report will then be reviewed for cohesiveness. For the presentations, team members should indicate what to include on each of their assigned slides and gather figures, tables, or any other supportive materials to communicate results effectively to the rest of the class. An additional meeting must be scheduled a few days before the final presentation to recreate a mock presentation and receive important feedback from the other members.

The team will schedule additional meetings with the faculty advisor and TAs to verify the work done and make sure we meet professional expectations. The team will contact the writing center and other help desks to make sure our reports reach expectations. Also, the team will meet with other IE professors for specific questions or guidance as necessary.

Team Participation

The team will ensure cooperation by actively participating in the weekly meetings and by proposing ideas and problem solving solutions, attending every Senior Design lecture, demonstrating interest, and communicating frequently with the rest of the team members.

The team leader is responsible for assigning task to each of the team members according to each member capability. Also, if a member personally requests a task because he/she believes they can add value to the project, then the team leader will be responsible to assign it. Each person's strengths and weaknesses are

assessed for determining responsibilities. Also, how the member responds to certain situations may determine potential tasks as the project progresses.

All team members must be open and receptive to new ideas. Each member will communicate their ideas and the entire team will then decide if the idea should be implemented or not. The member who proposes the idea needs to provide information about how he/she thinks it could be implemented and why it will add value. An idea can't be turned down by any member of the team until proven inadequate for the process improvement.

The team will use effective communication to ensure it stays on track. Each member will have an individual task; however, the problems and conflicts that arise will be addressed by the entire team. The team will have a preliminary schedule with assigned tasks and desired goals to keep a record on what has been accomplished and what needs to be done for the project completion. The team will review its performance every Monday during the meeting hours.

Phase Leaders will be chosen by personal request or by sharing the leadership position in every stage of the Senior Design Project. No team member will be phase leader twice per semester. The team leader will keep track of meetings and communicate changes or adjustments in future meetings. Also, the team leader will ensure that all members' ideas and feedback are shared with the group and that all the decisions are taken with the majority vote principle. Also, conflicts or difficulties regarding the completion of tasks will be addressed to the entire team by brainstorming solutions to help each member complete their task at hand and make sure all the objectives are covered.

Personal Accountability

All members are required to attend to all weekly meetings and arrive at the time established in this team contract. Otherwise, members should provide a valid excuse for their absence and are responsible for catching up with the topics and assignments discussed in that meeting. Members are also encouraged to research in advance and contribute with ideas and actions to accomplish a desired goal.

The level of responsibility for all members in fulfilling assignments, timelines, and deadlines is high. Team organization and communication is essential for meeting the required expectations. The team leader has the highest responsibility in making sure that all members stay on track so that the tasks can be completed in the established deadlines; however, the rest of the team members are responsible for making sure that the project progresses in a cooperative climate.

The team leader is responsible for clarifying important information about meetings with stakeholders, changes made in the report or presentation, and the specific tasks that are required for each member. The other team members should also actively communicate on the evolution of their research and their obtained results as well as the problems encountered to address the problem with the help of the entire team.

3. Consequences for Failing to Follow Procedures or Fulfill Expectations

In case the team contract is infringed by any member of the team, then a group meeting should be addressed to discuss the situation until a common solution is found. Effective communication with the person who breach the contract will help address the group challenges and improve performance. The team will point out each members' responsibilities and expectations regarding the task and if the problem becomes reoccurring, necessary action will be taken which includes but is not limited to reporting to a TA or advisor.

Team Member Signatures

By signing below, each individual confirms the following statements.

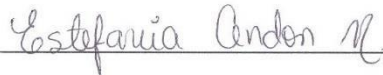
- a) I participated in the creation and expression of the standards, procedures, and expectations stated in this contract.
- b) I understand that I am obligated to abide by these terms and conditions.
- c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences described in this contract.

1) Brandon Woodall



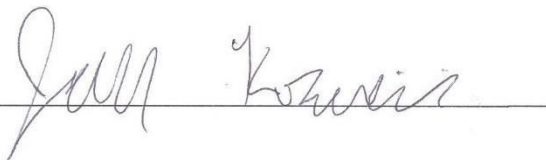
date 9/14/15

2) Estefania Cendon



date 9/14/15

3) John Krupilis



date 9/14/15