In order to function professionally, efficiently and effectively as a team, members of the *PSAS Composite Cryogenic Fuel Tank Capstone* agree to the following principles and practices.

## Shared Values

Respect: Our team agrees to show the utmost respect not only to each other, but in all interactions with faculty, sponsors, clients, and other students in the class. Fellow groups or classmates may have questions or comments regarding project work, and it is important that they be treated respectfully as well.

Contributions: Our team agrees to make meaningful contributions not only to the benefit of the project, but to our personal development. Not only is it important to make progress on this specific project, but also to further develop our education, work ethic, and future.

Communication: Our team agrees to communicate competently and thoroughly between team members and in all contact with others in regard to project work. Effective and competent communication will be an integral part of the success of this project.

Group Cohesion: Our team understands that the scope and work of this project is not stand-alone, it is a piece of a much larger project. Group cohesion, not only between our team members, but also with other capstone teams as well as PSAS will be integral to completing the work.

## Roles of Team Members

Team Manager: Alex

Solid Modeling: Alex, Russell, Francesca

Dimensioning and Tolerancing: Chris, Weldon

Documentation: Francesca, Chris,

FE Thermal Analysis: Neil, Francesca, Alex

Vendor point of contact (material selection, accounting): Alex, Neil, Chris, Francesca

Layup Manufacturing: Alex, Neil, Chris, Weldon, Francesca, Russell

Experimental design: ​Alex,​ ​Neil,​ ​Chris,​ ​Weldon,​ ​Francesca,​ ​Russell

Safety: Alex, Neil, Chris, Weldon, Francesca, Russell

## Document Collaboration and Revision Management

Document sharing, collaboration, and revision will be conducted primarily using Google Drive, GitHub, and Jupyter Notebook.

## Team Meetings

Team Meetings will be held at least once a week face-to-face with our project advisor on Thursday afternoons, with additional meetings held on an as-needed basis on Tuesdays and Thursdays in conjunction with the EFS capstone team. If necessary, weekend meetings are conducted using video conferencing applications.

## Asynchronous Group Communication

Group communication will be conducted using a variety of methods, as needed. The current standard is using Google Hangouts, with video conferencing, email, phone calls, and texts as deemed necessary.

## Team Members

By signing the contract, we agree to the shared values and procedures listed above.

Alex Farias Russell Berger

Neil Benkelman Francesca Frattaroli

Christopher Wilson Weldon Peterson