## **DP2 – Chartering Report**

**Group:** C1.027  
**Repository:** <https://github.com/DP2-C1-027/AirNav-Logistics>  
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**Date:** 02/15/2025

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## **Executive Summary**

This chartering report resumes the structure, commitments, and expectations of our workgroup in Design and Test II. It serves as a formal agreement among all the members to ensure the roles, responsibilities, and performance standards. Each section provides detailed information about our recruitment process, member commitments, performance metrics and consequences for non compliance.

By adhering to these guidelines, we aim to increase our productive and collaborative working environment.

## **Revision Table**

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| **Revision Number** | **Date** | **Description** |
| 1.0 | 02/17/2025 | Initial version of the document |

## **Introduction**

This Chartering Report outlines the formation, commitments, and performance expectations of Group C1.027 for the DP2 project. The recruitment process was conducted methodically to ensure a balanced and competent team, capable of achieving excellence in Design and Test II. The selection process emphasized teamwork, technical skills, and commitment to the project objectives.

The report also details the commitments of all group members, establishing clear responsibilities and shared goals. It includes structured performance indicators to assess contributions and track progress. Additionally, mechanisms for rewarding high performance and addressing underperformance are clearly defined to maintain team efficiency and cohesion.

## **Content**

## **Recruitment process**

The recruitment process for this group was conducted systematically to ensure a balanced and effective team. We aim to achieve a high score in this subject so we ensure that our members meet the requirements and level expected for this. We had already formed a group of four people who had previously worked together but we needed one more member to form the five needed. The manager, Manuel Jesús, initiated the recruitment process through a post in the designated forum from USE’s e-learning platform, clearly outlining the objectives of the group, the required skill sets, and the expectations for potential members.

We received several proposals to join the group, one of them came from the post uploaded on the platform and belonged to Nora Peñaloza. Each of the group’s applications were evaluated based on their attitude towards the subject, what they expected to get out of it and how they adapted to the rest of the team. The final selection was made with the aim of assembling a diverse group that could effectively contribute to the success of the project. Nora was selected as one of the people with the most potential to develop the work done in the subject and who fit our standards and requirements, so she was ideal for the position.

For full transparency, the recruitment thread can be accessed via the following link:  
<https://ev.us.es/ultra/courses/_89154_1/cl/outline>

## **Contact data**

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| **Group:** C1.027 |
| **Repository:** <https://github.com/DP2-C1-027/AirNav-Logistics> |

|  |  |
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| **Date:** 02/14/2025 | |

## **Commitments**

As members of this group, we all commit our shared responsibility on working together and our shared responsibility in achieving excellence in Design and Test II. We understand that our collective efforts will directly impact our success, and as such, we commit to create a supportive and productive team environment. Each member agrees to contribute actively, adhere to the actual deadlines, and maintain transparent communication throughout the creation and design of this project.

We accept that we have carefully reviewed the syllabus, paying particular attention to the evaluation and grading procedures. Furthermore, we collectively set a goal to achieve a minimum performance of 10.

Each member agrees to:

* Actively participate in group discussions, meetings, and assigned tasks.
* Respect the contributions, opinions, and ideas of other members.
* Seek assistance or clarification whenever necessary to ensure the quality of our work.

|  |  |
| --- | --- |
| Student #1  **Sign:**  **Name:**  Garcia de Tejada Delgado, Jose | Student #2  **Sign:**  **Name:**  Peñaloza Friqui, Nora |
| Student #3  **Sign:**  Diagrama  Descripción generada automáticamente  **Name:**  Niza Cobo, Manuel Jesús | Student #4  **Sign:**  **Name:**  Gomez Claraco, Nicolas |
| Student #5  **Sign:**  **Name:**  Campos Diez, Lucia |

## **Performance indicators**

To track this process and ensure high quality work, we have established key performance indicators regarding the work performed by our workgroup members. These metrics will help evaluate the effectiveness of individual contributions and overall team performance:

* Task Completion Rate: Measures completed tasks vs pending tasks.
* Individual Contribution: Evaluate the effort and participation of each member.
* Lecturer / Customer Ratio: Reflects feedback from project supervisors.

Performance Criteria:

* Performing Well: Timely task completion, high quality work, active participation, and positive feedback.
* Performing Poorly: Missed deadlines, inadequate work, lack of engagement, and negative feedback.

## **Reward statements**

To motivate and recognize outstanding contributions, the following incentives will be provided to high performing members:

* Public acknowledgement within the group and during meetings.
* Additional leadership opportunities and responsibilities.
* Positive peer evaluations and potential recommendation letters.

## **Admonish statements**

In the event of underperformance, a structured approach will be taken to address concerns and provide opportunities for improvement:

* First Warning: A private discussion with the manager to address performance issues.
* Second Warning: A formal notice and a period for corrective action.
* Final Action: If no improvement is made, disciplinary measures, including dismissal from the group, may be enforced.

## **Fired statements**

A workgroup member may be removed from the team under specific circumstances, including but not limited to:

* Continuous failure to contribute effectively to group tasks.
* Repeated absences from meetings and lack of engagement.
* Disruptive behavior that obstructs the group’s progress.
* Failure to improve after receiving two formal warnings.

Dismissed members may choose to work alone or withdraw from the subject as per course regulations.

## **Conclusions**

By implementing a transparent recuirtment process, the team has assembled a diverse and skilled group capable of meeting the project’s high standards. The outlined commitments reinforce accountability and encourage active participation, ensuring that every member contributes meaningfully to the collective goal.

The inclusion of performance indicators allows for objective tracking of individual and team contributions, promoting continuous improvement. Additionally, the structured reward and admonishment statements create a fair system for recognizing excellence and addressing performance issues proactively. With these measures in place, the group is well positioned to work efficiently, maintain high quality standards, and achieve outstanding results in the project.

## **Bibliography**

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