

Team Charter Prep Work

The goal of this document is to have you reflect on yourself and your goals for this project before you come to your first team meeting. You will be sharing your answers with your group.

1. What skills do you most want to focus on in this project? In other words, where do you most want to develop? (highlight or bold the ones you are most interested in)

- **Mechatronics**
- **Robot design**
- **Robot control**
- **3D modeling**
- Data analysis
- Experimental Design
- Project management
- **Oral Presentation skills**
- “Big picture” Writing skills (organizing; synthesizing)
- “Fine detail” Writing skills (editing writing style for clarity, accuracy, concision)
- Providing constructive feedback to others
- Leading discussions
- Other (describe):

2. Which of the following strengths do you bring to this project? (highlight or bold the ones that describe you)

- **Organized**
- **Attentive to detail**
- **Comfortable talking with stakeholders/people with power**
- Good at tracking down information
- Above average social sensitivity (i.e., awareness of what others might be feeling)
- Good at asking questions that push people to think more deeply
- Provide thoughtful feedback on others’ work
- Good at merging/synthesizing competing ideas to get the best of both worlds
- **Very dependable: I always meet deadlines**
- A good listener: I work hard to understand what others are saying
- Other (describe):

3. What technical strengths do you bring to this project? (describe in your own words)

Structural Design, CAD/CAM, controller design, robotic motion analysis, microcontroller programming, manufacturing, 3D printing, CNC, Laser cutting

4. What potential weaknesses do you have that your groupmates should know about? (highlight or bold the ones that describe you)

- Not attentive to detail
- **Do not have native-English-level fluency**
- Sometimes reluctant to share my ideas with a group
- **Not comfortable leading discussions**
- Sometimes get defensive when my work is criticized
- Can sometimes be a little clueless about others' feelings
- Have a tendency to run late or miss deadlines
- **I sometimes go along with the group "flow" even if I don't agree with the decision**
- I sometimes enjoy arguing for the sake of arguing
- Sometimes focus so much on what I want to say I forget to listen to others
- Other: _____

5. What could your team or teammates do to mitigate (lessen) the impact of some of your weaknesses? (example: the team could help someone who is reluctant with speaking up by calling on them)

My group mates could talk slower or use some direct or lower level of English words in communication. Team can go through everyone's opinion in the meetings to give everyone chance to speak. When making a decision, team should consult everyone's view or conduct a "voting" session.

6. How might you be able to use your strengths (from #2) to mitigate any potential weaknesses your teammates might have?

I could organize/document the robot development procedure. Because I have observant characteristic, I can pay more attention to finer or possible mistakes that may cause failures in our development process. I can supervise my teammates in finishing their jobs and remind them about the deadline, even will give them hands when it's necessary.

7. One of the first steps of a group project is giving each group member a different role or area of expertise. This increases the group's collective intelligence because members bring a diversity of perspectives to the group's work and can share information across their areas of expertise. What are some different roles/areas of expertise/specializations that you can imagine dividing your project into? List these areas below (like in the video):

CAD Structural Design
Manufacturing and assembly
Mechatronic Design (Actuator & Sensors)
Control System Design

AI system design
Material procurement, report writing

8. All groups will be required to create a shared Google drive and add the professor to it as an editor (so I can leave comments for you). All of your documents should be in this Google drive. But your group will have to make other decisions about how you will communicate outside of meetings and what expectations/guidelines you will share about this communication.

- a. What media do you prefer for group and individual communication (e.g. Messenger, text message, Slack, email, etc.)

Text message

- b. How often do you, personally, tend to check these different media?

Every 30 mins

- c. What do you think the team's guidelines should be for responding to messages on these different media? For instance, if someone sends a message, how long should they expect to wait to get a reply? 3hrs? 12? 24? 48?

Within 30mins

9. What should the group's expectations be in terms of meeting deadlines? Is it generally ok to miss a deadline by a few hours if a message is sent explaining it? Should deadlines be hard-and-fast, no exceptions? Can deadlines be renegotiated with the group? Or should the group be able to have 100% confidence that each person will meet their deadlines?

Team is expected to finish each assignment one week prior to deadline to have enough time for group revision. Missing deadline is unacceptable except health reason. Teammate should ask for help in advance if they have risk to miss the deadline. The group be able to have 100% confidence that each person will meet their deadlines. Any concerns should be raised at the time setting the deadline.

10. How do you prefer that the group go about revising text that you have created? (highlight or bold your response)

- Just go ahead and make the revisions without consulting me
- Go ahead and make the revisions in "suggest" mode and I will review them
- Leave written comments and we can discuss them before any revisions are made
- **Have a face-to-face discussion first and then make changes.**

11. How do you prefer that the group go about revising designs or code that you have created? (highlight or bold your response)

- Just go ahead and make the revisions without consulting me
- Go ahead and make the revisions and I will review them
- **Leave written comments and we can discuss them before any revisions are made**
- Have a face-to-face discussion first and then make changes.