TEAM CHARTER

Project name: Sub-Sea ROV

Date prepared: 9/22/2025

OBJECTIVE

Design and construct a Remotely Operated Vehicle (ROV) with diver-like capabilities. ROVs have replaced divers in extreme depth applications because of safety concerns and environmental conditions including extreme pressures and corrosive environments. Many state-of-the-art ROVs experience hardware limitations including camera resolution, haptic feedback, and mobility challenges. The purpose of this project is to see what can be done to remove some of those limitations. This year's team will design, construct, and test a rover body, chassis, and propulsion system.

TEAM MEMBERS

Name	Job title or role
Hudson Hurtig	Project Leader - Coordinate Overall Project, Set milestones, Monitor Deliverables, Act as Primary Point of Contact or Liaison with Sponsor
Abraham Rice	Presentation Development, Sourcing and Curation, Mechanical Development
Joshua Mendez	Lead Technical Writer, CAD design, maintain documentation, support research activities
Luis Lopez	Technician, Proofreader, Technical Support, Assembly/Testing Assistance, Proofreading Deliverables
Ian Wilhite	Lead Integration Engineer, Planning system architecture, Implementing sensor fusion
Juan Lopez	Lead CAD Engineer, Lead in Hardware Fabrication, Integration and Testing

TEAM VALUES AND PRINCIPLES

ID	Value or principle
1	All team members will maintain a respectful environment.
2	There are no silly questions, and they can always be discussed within the group.
3	Team members will hold each other accountable in working on the project and reaching goals.
4	Proper communication and documentation of ideas and progress is to be kept.
5	Professional communication with the client will be maintained. CC them in relevant emails.

MEETING GUIDELINES

ID	Guideline
1	Members are expected to attend lectures and studio, and to communicate absences, and coordinate progress towards milestones. If a member cannot attend a meeting, they should find time to catch up outside of established meeting times. Everyone must give notice of availability.
2	Everyone will be present and active in meetings, putting other work aside. This is true for meetings outside studio as well.
4	Meeting details will be logged with everyone having access to logs.

COMMUNICATION GUIDELINES

ID	Guideline
1	We will prioritize group calls over email whenever possible.
2	We will confirm actions and decisions in writing so that everyone is on the same page.
3	We will communicate early and often.
4	The availability of every group member should be disclosed; the group should be notified of any changes in availability.

COMMUNICATION GUIDELINES

Team members are expected to complete their work with a degree of autonomy, however, are expected to communicate scope changes that impact functionality or other project subsystems. Time delays or budgetary increases must be agreed with the project manager first.

The project manager will make decisions on scope within the project tolerances and escalate to the project sponsor as needed.