

# MEMORANDUM!

Date: 01/24/2022  
To: Professor Gillen  
From (Group Members):

Cayden Plummer, *CP*  
Jessica Rincon, *JR*  
Ryder Robbins, *RR*  
Alexis Soriano, *AS*

Subject: Operating procedures of this team, including rules allowing for respect and communication, and meeting times oriented around our individual schedules.

## **Scheduling Meeting Times**

We will be meeting twice a week, Wednesday after class/ afternoon and Friday afternoon, either in person or virtually depending on the current portion of the project being addressed. Our first meeting will simply discuss the roles we'll play in the project.

- We'll first discuss strengths and weaknesses pertaining to the required tools/software..
- In accordance with the Engineering Design process, we will then begin sharing ideas for the project, and have one or two group members write them all down.
- By the next meeting, we'll begin hashing out plans to build a prototype and gathering materials.
- All foreseen scheduling conflicts will be addressed by this point.

## **Plans For Effective Communication**

As part of the first meeting, we will be addressing plans for effective communication. We want to make sure everyone has a chance to share their ideas, everyone is on the same page, and nobody has any discrepancies with the way the project is being carried out.

- If anyone has a discrepancy with the way the project is carried out, we'll come to the understanding that we'll hear them out and come to a mutual understanding.
- We'll take turns sharing thoughts and ideas on the project, as well as those pertaining to effective communication. Taking turns talking is the first step.
- We'll make sure everyone has access to our written notes on specific plans and procedures, minimizing confusion.
- A groupchat is the best way for group members to keep in touch.

## **Engineering Design Process**

We intend on strictly following the steps of the Engineering Design process.

- The most frequent way we have noticed groups tend to stray from the process is with early building and jumping to ideas without a complete deliberation process
- We'll make sure to completely settle on a plan so we are equipped and financially prepared to construct a prototype.
- Adhering to the engineering design process includes fluidity and multiple ideation stages but should continue to be a careful and methodical sequence throughout the project's duration

**If there are any questions or concerns about our procedure, feel free to email any of us:**

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