# Document Change Control

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| --- | --- | --- | --- |
| Revision # | Date of Issue | Authors | Brief Description of Change |
| 1.0 | 24/01/2024 | Team 28 | Initial Release |
| 2.0 | 2/08/2024 | Luke | Finished charter with team input |
| 3.0 | 2/09/2024 | Team 28 | Signatures |
| 4.0 | 2/16/2024 | Luke Squire | Team roles updated |

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# 2 Team Organization

## 2.1 Team Members

Luke Squire

Vinny Gatto

Sergio Ara Del Olmo

Sam

## 2.2 Team Vision/Purpose

Complete project 03. Design and manufacture an innovative and functional backpack that meets the specified requirements for the PuppyPi quadruped robot, enhancing its ability to transport ping pong balls effectively. Project should be completed such that it can be evaluated in the end of term Design Evaluation Event.

*Table 2* Team members’ skills and roles

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Skills I have | Skills I want to develop or improve | Team role (optional) |
| Luke Squire | Technical fluency, documentation, motivated | Organization, listening skills | Project Lead |
| Vinny Gatto | Construction, and general design | Management skills | Manufacturing Lead |
| Sergio Ara Del Olmo | Design skills, documentation, calculations | Team skills and constructions skills | Prototyping Lead |
| Sam Epp | Construction and Listening | Design & Presentation Skills | Documentation lead |

# 3 Team Processes

## Guiding Principles and Norms

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## 3.1 Communication

We will communicate mainly through an Instagram group chat. Additionally we will have a discord server for more interactive communication and file sharing. Minimum response time is one-day but that will change as the project moves forwards.

## 3.2 Decision-Making

Because we are a smaller group, in general decision making should be done through general consensus. Any larger project decisions will be formally voted on for maximum cooperation.

## 3.3 Conflict Resolution

To avoid conflict, we will actively work on accepting each others ideas and opinions. In general, as a team we should strive to express our concerns when they arise as identify small signs of conflict when they arise and address them before it becomes a larger issue.

## 3.4 Commitments

Each member of our team should strictly follow the guidelines set out in the communication section. Contributions should be equally distributed amongst all members. If concerns arise from a member not putting forward enough participation, other members of the team should address there concerns with said member. If behavior is not changed, a TA will be notified.

## 3.5 Diversity

All opinions and concerns of team members should be voiced when appropriate. Remaining open to alternate opinions and a focus on honesty will allow our project to be a combination of all our ideas.

## 3.6 Other

Efforts will be made to plan meetings and development of project during strategic dates to minimize effect on team members studies.

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# Signatures

## Member 1 \_\_Luke Squire\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_2/8/2024\_\_\_\_\_\_

## Member 2 \_\_Sam Epp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_2/9/2024\_\_\_\_\_\_\_

## Member 3\_\_ Sergio Ara Del Olmo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_2/9/2024\_\_\_\_\_\_

## Member 4 \_\_Vinny Gatto\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_2/9/2024\_\_\_\_\_\_