EGR 102 - Engineering Design and Documentation Team Process Guidelines Assignment

**Team Name:** Sneaky Rain 1/29/13

**Signatures:**  Joshua Hanson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Jordan Ziegler: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Rocky Deylon:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Jordan Rainey:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Daniel Lombardo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

CoE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Goals and Expectations:**

Our goal for the project as a whole is to exceed our client's and our professor's expectations. Our primary goal is to create a design and prototype that will be above what is expected.

We will design a structured timeline establishing the path we will take to develop the project. This timeline will be designed to finish the project before the deadline. Group members will be expected to adhere to the timeline set down by the group so that the project can be completed successfully.

**Meetings and Communication:**

The group will meet weekly on Thursdays at 2:00pm to work on the project as necessary. The location of the meetings will take place where it is most convenient and where tasks can be completed most efficiently. Location may vary based on the tasks that need to be accomplished. Attendance at meetings is mandatory, however if notified beforehand Sneaky Rain may authorize group members to be tardy or absent given acceptable reasons. Records of meetings will be kept by the secretary.

The group members will communicate with each other through in person interaction and text message.

**Performance Expectations:**

Each group member is expected to perform to the desired expectation of the group and complete each task before the deadlines set by the group in the timeline. Group members are expected to accept constructive criticism with an open mind and a willingness to adapt to the requirements of their fellow group members and the project. If a group member is having difficulty completing a task before the deadline then he is expected to ask the other group members for assistance so that the task will be completed.

**Decision Making:**

The vast majority of decisions will be made in an open forum style process where each member provides input into the decision. The opinions of all members will be considered. If a consensus cannot be attained then the decision will be made by a vote. If a tie is reached then the decision will be deferred to a game of rock-paper-scissors. The winner of rock-paper-scissors will be determined in a "best two out of three" format.

The timeline for the development of the project will be decided in this manner and may be modified in this manner as well.

Prior decisions may be modified at any time by the group if a consensus is reached.

**Consequences and Accountability:**

If a group member is hindering the development of the project or not performing their tasks to the expectations of the other members the other members are expected to discuss this problem with the problematic group member. If a group member is consistently late or provides work that is not complete or usable then they will be notified and expected to correct the mistake. If a group member refuses to correct this issue the problem will be communicated with the professor and a punishment will be discussed with him.   
Group members are expected to constructively criticize and help fix problems in a group member's work. If a group member has been criticized and consistently made no effort to change to benefit the development of the project and their failure to do so is hindering the project development then the problem will be communicated to the professor and further discussion about punishment will be discussed.

**Conflict Resolution:**

Group members are expected to put negative feelings for other group members aside in regards to the project. Group members are expected to put the project first and work together without malice, anger or other negative feelings. If a group member fails to put the project first and their conflict with other members begins to be detrimental to the development of the project the other group members are expected to step in and attempt to rectify the problem through discussion or other methods they feel necessary. If the problem cannot be solved and the conflict begins to impact the progress of the project, consequences as stated above in "Consequences and accountability" will be enacted.

If work is felt to be unequal or uneven amongst group members the work distribution will be discussed as a group. If a feeling of equal work or an understanding of why the distribution is as it is cannot be reached then group members will vote.

**Skills and Work Styles:**

Jordan Rainey is our team leader. He will be expected to coordinate the various group members and assign tasks as necessary. If problems with completing tasks arise he should be made aware and help coordinate the redistribution of labor such that the problem can be rectified.

Daniel Lombardo is our communications officer. He is expected to communicate with the client and ask questions group members have regarding the project in a timely manner. He is expected also to communicate with the client regarding progress.

Jordan Ziegler is our secretary. He is responsible for developing the documentation for the project. He is expected to formalize the documents and finalize the timeline so that they are easily readable and accessible. He is responsible for documenting meetings and recording the completion of tasks. He is expected to keep record of what each member does and every decision made as a group.

Joshua Hanson and Rocky Delyon are utility members. They are expected to perform any task asked of them.