Team Charter (ENGG1100)

# 1. THE TEAM

# 1.1 Team Members

List your team members and their contact details.

|  |  |  |
| --- | --- | --- |
| Name | Email | Mobile |
| Ahbishekh Jeyadev | [a.jeyadev@uq.net.au](mailto:a.jeyadev@uq.net.au) | 0414081420 |
| Luke Mayer | [l.mayer@uq.net.au](mailto:l.mayer@uq.net.au) | 0421245127 |
| Lachlan Edwards | [l.edwards2@uq.net.au](mailto:l.edwards2@uq.net.au) | 0444570684 |
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# 1.2 Team Objectives

What grade does your team want to achieve? All team members need to agree on this. What other outcomes does your team want to achieve?

All team members aim for a grade of 7. We aim to develop a functional solution to the engineering problem.

# 1.3 Team Roles ([www.123test.com/team-roles-test](http://www.123test.com/team-roles-test) )

|  |  |  |
| --- | --- | --- |
| Name | Preferred Team Roles | Least Preferred Team Roles |
| Lachlan | Expert | Team |
| Luke | Expert |  |
| Ahbishekh | Explorer | Exec |
| Joseph | Explorer |  |
|  |  |  |
|  |  |  |
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# 1.4 Strengths

In addition to the preferred team roles above, what are the individual strengths of team members? For example, one team member may have excellent drawing skills while another team member may have excellent writing skills.

|  |  |
| --- | --- |
| Member | Strengths |
| Abhishekh | Communication, managing ideas, improvising |
| Lachlan | Time management |

# 1.5 Team Roles

Are all the necessary roles covered? Where will the team need to devote extra energy? What will be the strategy for ensuring team success given the team make up?

Waiting on other members team roles tests

# 2. TEAM DYNAMICS

# 2.1 Team Leader

Who is your team leader and how did that person become team leader? Maybe you have a leader for each section of work or have decided to swap leadership in which case record that decision here.

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# 2.2 Chair for Meetings

Who will chair meetings and how did that person become chair? Will you rotate this role?

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# 2.3 Minute Taker

Who will record the facts, conclusions and actions as they occur in team meetings? Will you rotate this role?

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# 2.4 Meeting Time, Location, and Length

When and where will you try to hold team meetings and how long will these meetings be?

Meetings will be run on discord or zoom. Time taken will depend on the meeting agenda.

# 2.5 Communication Methods

How will your team stay in touch outside of meetings?

Sound communication will be ensured with regular meetings, along with a Discord channel and Messenger chat for intermittent questions.

# 2.6 File Sharing and Storage

How will you share files and where will you store files? Will you have a template for various documents and who will create this?

Document templates will be based on the first document of that type. Documents will be stored on GitHub to allow version control.

# 2.7 File Naming Convention

How will you name files to ensure versions and team member’s inputs are recorded?

Files will be named based on what they include. GitHub will record each contributor to the file.

# 2.8 Decision Making Procedure

How will your team make key decisions? Will you have a formal procedure?

The decision-making process will depend on the stakeholders in a decision. For a decision to be made, the impact of each outcome of the decision will be considered. The other roles which are affected by the decision must be consulted before a decision is made. If a decision only affects the work of the person making the decision, no consultation is needed.

For example, if the person working on sensors must select which sensors to use, they may need to consult the person writing the software.

# 2.9 Poor Team Member Performance

How will you handle poor performance for example, in terms of meeting attendance, standard of work, or missed deadlines?

Reasonable and well-managed team-expectations should ensure a reasonable standard of work. Meeting agendas and conclusions will be recorded on the team Discord channel. Team members which submit low quality work won’t be allocated tasks of high importance. Regular checks of team member progress will asses team-member contribution.

# 2.10 Conflict Resolution

How will you reduce conflict in your team? How will you resolve any conflicts that arise?

Keep work project-focused; avoid subjects which may cause conflict (eg. Politics, religion). Focus on clear communication and straightforward, manageable goals and expectations. Manage conflict by ensuring conflicting team-members don’t have to work together, and by focusing on goals.

# 3. THE PROJECT

# 3.1 Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 3.2 Project Objectives

List the objectives of your project and use SMART as a guide in defining your objectives:

S – Specific (the objective only conjures one impression in your mind)

M – Measurable (you can determine how much of the objective is accomplished)

A – Attainable (this objective is not impossible)

R – Relevant (this objective is important to the success of your project)

T – Time bound (this objective must be satisfied by a known time)

Develop an effective autonomous mine sweeper, which can detect 8 landmines within 5 minutes, before the due date.

Work well to avoid interpersonal conflict during the project

# 3. Project Outcomes

What will your project deliver? What are the expected project outcomes?

The project aims to develop a functional autonomous landmine sweeper within the design constraints. We aim to work well as a team and complete all assessment pieces.

# TIMETABLE

# 1. Team Member Availability

When do team members have free time, from their own weekly timetables? These can be potential meeting times. Also note down specific days when team members will not be available due to some other commitment.

Abhishekh: Available Thursday afternoon, Friday after 11

Lachlan: Available Thursday afternoon, Friday after 2

Joseph

Luke: Thursday 11am – 2pm , 4pm – 5pm. Friday after 2pm

Fangyu

# 2. Conflicting Deadlines

Identify the dates and/or time periods when some or all team members may need to suspend work on the project due to university or other commitments.

All members have other commitments during exam weeks and semester break. Project work may need to be suspended without warning for medical/health grounds.

# 3. Project Deadlines

Note all deadlines concerning your project. Identify key milestones and ensure that you work within them.

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# 4. Meeting Time

Identify and agree on a regular (weekly?) meeting time.

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