Team Charter (ENGG1200)

# 1. THE TEAM

# 1.1 Team Members

List your team members and their contact details.

|  |  |
| --- | --- |
| Name | Phone number and/or Email |
| Natalie Hong | 0435 367 687 [nysh99@gmail.com](mailto:nysh99@gmail.com) |
| Amy Beckett | 0431416067 amybeckett44@gmail.com |
| Tom Vosper | 0456 388 376 thomasvosper@gmail.com |
| Khang Buffini | 0479192166 khangbuffini@gmail.com |
| William Johnson | 0481675742 s4580430@uqconnect.au |
| Ash Kathirgamanathan | 0410871035 ashnathan888@gmail.com |

# 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?

Our team wants to achieve GPA 7

Learn how to problem solve more effectively1.3 Engineering Interests

Which field/s of engineering are each of your team members interested in? Does your team have a blend of engineering disciplines?

* Natalie - Software
* Amy – Electrical
* Tom – Chemical?
* Khang – Civil?
* Will – Civil
* Ash - Mechanical

# 1.4 Technical Strengths

What technical skills does your team have? For example, some team members may have excellent drawing skills, writing skills or programming knowledge. Others may have strong interpersonal skills that could help manage conflict/disagreements within your team.

# Natalie – Code (C, Arduino C, Python, Matlab, Java) CAD

Amy – Python, Matlab knowledge

Tom – Matlab knowledge, Chegg

Khang – encouraging

Will – team player, maths

Ash – physics, maths

# 1.4 Team Roles

Based on 1.3 and 1.4, 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?

* Natalie - Software
* Amy – Electrical
* Tom – Chemical?
* Khang – Civil?
* Will – Civil
* Ash - Mechanical

# 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.

Natalie

# 2.2 Chair for Meetings

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

Amy

# 2.3 Minute Taker

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

Tom

# 2.4 Meeting Time, Location, and Length

When and where will you try to hold team meetings and how long will these meetings be? You should be aiming to meet at least once a week.

FYELC, Hawken, an hour meeting time

# 2.5 Communication Methods

How will your team stay in touch outside of meetings?

Messenger, email, google drive

# 2.6 File Sharing and Storage

How will you share files and where will you store files?

Google drive

# 2.7 File Naming Convention

What is the most important information to have in a filename?

Meaning and version

# 2.8 Decision Making Procedure

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

Team democracy

# 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?

Report to tutor/head tutor

# 2.10 Conflict Resolution

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

Communication

# 3. TIMETABLE

# 3.1 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.

* Amy – Monday – Wednesday
* Natalie – Thursday – Friday
* Khang – Wednesday – Thursday
* Tom – Thursday-Friday
* Will – Thursday, Monday (1pm onwards), Wednesday (2pm onwards)
* Ash – Monday (after 1pm), Thursday (after 2pm)

Monday 1-2

# 3.2 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.

See above

# 3.3 Project Deadlines

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