**Flight Ready Electric Feed System**

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**Team Agreement**

ME 493

Spring term 2019

**Team Members:**

Shayli Elrod

Julio Garcia

Henry Ju

Jonas Mendoza

Nicholas Sheldon

Phil Wahl

1. **Conduct of Meetings**

The conduct of our weekly meeting is updating fellow team members on individual project progress and communicating with our sponsor, customer, and administrative advisor. The meetings are also an opportunity to discuss design, manufacturing, and problem solving strategies for complex system components. Every week all team members are required to attend the meeting either in person or via electronic attendance using Skype or Google Hangouts. No member is required to attend the full length of the meeting and can use that time instead to work on individual tasks. Members leaving early should inform the group of their schedule ahead of the arranged meeting time. This flexibility allows for maximum efficiency to continually remain a high priority as we communicate and work as a collective unit.

1. **Task Assignments & Completions**

Task for team members are primarily assigned based on individual skill set and interest. This eases completion and helps to minimize onboarding with complicated or specialized assignments. Each task is assigned with a rough estimated completion date and will be continually updated once parts, and other required components are completed. The dates are to be recorded in the team Gantt Chart so all members can assess the ongoing projects and plan accordingly for connected tasks. All delays for individual projects must identify a root cause and action plan to work around any setbacks. Issues such as shipping delays will cause projects to pause and move the delayed team member to a another task. Work will only resume when required parts have arrived.

1. **Project Management**

Clear project milestones are assigned by the customer and updated by the team if changes are necessary. Any changes made include a reasoning such as budget constraints, liability with hazardous chemicals, or lack of time to complete components. Every week major milestones are discussed and assessed for viability and progress is reported to the customer at the their own weekly meeting.

1. **Decision Making**

Major decisions for the team are classified by monetary expense or system importance. All major decisions are to be reviewed by the team as a whole and then checked the customer before purchase or manufacturing is to take place. Minor decisions involving individual tasks are to be made by the assigned team member without group consult. Any minor decisions involving more than one individual task is to be made by all members impacted by the decision.

1. **Participation**

Individual participation is measured by engagement to the project and team members, as well as, completion of assigned individual tasks. All members must openly communicate about their progress on tasks, conflicts in design and manufacturing, and be willing to take on new tasks as they are created. The workload distribution for this project is largely based on skill set, however, all teams members must be willing to help if called upon to any task within the project. Any lack of participation will be addressed as a collective to analyze where a member’s time can be utilized. Willingly lacking in participation will be reported to administration and subject to individual peer review at the end of the year.

1. **Team Roles**

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| Team Members | | |
| First/Last Names | | **Team Roles Description** |
| Shayli | Elrod | * Critical Documentation Design * Minor Component Machining * CAD Component Drawings |
| Julio | Garcia | * Shaft Power Component Control * Equipment Fabrication * Pump Design Conception |
| Henry | Ju | * Test Data Collection * Group Meeting Documentation * Sensor Component Integration |
| Jonas | Mendoza | * Major Component Manufacturing * Pump Design Manufacturability * Manufacturing Tolerancing |
| Nick | Sheldon | * Major Component Manufacturing * Pump Design Manufacturability * Sensor Component Integration |
| Phil | Wahl | * Pump Design Conception * Minor Component Manufacturing * Github Repo Creation and Update |

1. **Conflict Resolutions**

Conflicts arising within the group will be addressed based on conflict type. All conflicts involving critical component design must be presented at the weekly meeting and resolved as a group with design analysis techniques. Serious design conflicts unsolved by the team internally will bring in the customer and if needed, an outside resource to help decide the best resolution. Personal conflicts amongst team members are to be resolved by those involved. If a solution can not be reached by those involved, a collective team will decide the best course of attention to resolve the personal conflict. Individual morale is to be discussed every week with any concerns openly brought up to the team as a collective unit to make sure all members are engaged, participated, and excited about the project.

**Team Agreement Signatures**

Shayli Elrod

Julio Garcia

Henry Ju

Jonas Mendoza

Nick Sheldon

Phil Wahl