

# Team Fault in Our Systems (FIOS)

## Section 1: Name and Mission

Mission Statement: The objective of this project is to design and test power system protection schemes. Using various measurements, near wind farms, to determine faults for generation in regards to type 4 wind turbines and/or PV inverters.

## Section 2: Membership

Team Members: Thomas Nitchman, Bryan Ortiz, Ding Mao, Zhiyan Zhou and Yue Li

Instructors: Dr. Brian Johnson, Dr. Feng Li

Sponsor/Client: Normann Fischer, SEL Research and Development

## Section 3: Roles and Responsibilities

Budget: Ding Mao

- Keeps track of money/money orders
- Invoices and supply management
- Inventory management

Primary Client Contact: Zhiyan Zhou

- Keep client/stakeholders and instructors/mentors up-to-date on status of project
- Relay information from client/stakeholders to the group in group meetings
- Requests tools and information necessary for team needs

Team Meeting Organizer/Project Scheduler: Bryan Ortiz

- Organizes dates and times for team meetings as agreed upon by all team members
- Takes notes/updates meeting minutes for each meeting
- Provides agenda prior to each meeting
- Develops Gantt Chart that illustrates project schedule

Wikimaster: Yue Li

- Creates and manages project Wikipedia page
- Updates Wikipedia page throughout capstone design

Project Lead: Thomas Nitchman

- Delegates work and keeps track of all team members throughout the duration of the project
- Ensures that all team members understand what is going on with the project

Roles are selected based on team meeting prior to first project meeting. Team members will agree on respective positions based on a constructive conversation.

## **Section 4: Team Relationships**

Member Expectations:

- Show up the team meetings on time, or give notice of absence beforehand
- Show up to team meetings prepared
- Actively participate in the group project and contribute their fair share of work
- Submit work that is completed with their best effort
- Act in a professional manner and respect each other as professionals

## **Section 5: Joint Work**

5a.

Member Expectations:

- Consult their teammates before submitting work to the client

5b.

When and where will the team meet: The team will meet at 9:45 am at the ECE Conference Room in Gauss-Johnson every Thursday. The team will also meet at times and dates specified by the Team Meeting Organizer/Secretary.

What components are required in team meeting agendas: The time and date of the meeting, the status of the design/build of the project, the preparation for the next checkpoint of the project, status of the Wiki-page, a recap of what happened in the past week since meeting, and any follow up questions from the week before.

How will meeting minutes be taken/circulated: Meeting minutes will be taken by the Team Meeting Organizer/Secretary every meeting and will be emailed out to all team members, instructors, and mentors by the next day.

## **Section 6: Individual Work**

How will work assignments be made: Delegated by the Project Leader and agreed upon by members during the project meetings prior to the work week.

How will quality expectations be established and verified: By the requirements outlined in this contract (See Section 4: Members WILL).

How will due dates be established or verified: Due dates will be decided during project meetings and enforced by the Project Leader.

How will the status of work in progress be communicated: Members will be responsible for keeping team members up-to-date on the status of their individual projects. Log books will be used to record the weekly activities of individual members.

## **Section 7: Documentation and Communication**

What individual documentation will be kept: Log books will be used to record the weekly activities of individual members.

What team documentation will be kept: Members will utilize the team portfolio to keep track of all the important documentation and information that has been recorded throughout the project. This team portfolio will be accessible to the client and mentor/instructor.

What is the process for communicating with other team members: Contact information will be dispersed to all team members. Each week, the Project Leader will send out an email updating team members on the weekly agenda and tasks that must be completed.

What is the process for communicating with your client/outside investors: The Primary Client Contact is in charge of reaching out and communicating with the client/outside investors.

## **Section 8: Conflict Resolution**

What process will be used to address conflicts: The team will organize an emergency meeting to discuss the conflict and see if the conflict can be resolved between team members. If this does not work, the team will bring the conflict to the project instructor to mediate and help resolve the problem.

How will team dynamics be communicated to instructors/mentors: They will be in direct communication with the instructor/mentor. Any party involved will have to be present during the time that the issue/conflict is addressed.

## **Section 9: Amendments**

Where will this team contract be kept: The team portfolio. Each member will also be emailed a copy of the contract to keep on record.

How often will the contract be reviewed: The contract will be revisited when revisions are needed, when members need to review their role in the team, or when disputes need to be settled.

How can the contract be amended: The contract can only be amended when the team speaks about revisions at team meetings and agrees upon amendments to be made.

**Section 10: Affirmation of Compliance**

We, the members of the team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

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Member Name (print)	Signature	Date
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