

Senior Design Capstone  
Trunk Bending

6/15/2016

**Section 1: Team Name and Mission**

Team Name: Twisters

The Twisters will be innovative and organized to provide the best possible product for our client. We want to exceed the clients needs by communicating effectively and maintain a positive atmosphere for brainstorming.

**Section 2: Membership**

Team Members: Jennifer Downen  
Hai Yu  
Tristan Higgins  
Husain Altaqui

Instructor: Mike Maughn

Mentor:

**Section 3: Roles and Responsibilities**

Who will be in charge of you budget? Tristan Higgins

- Tracking receipts
- Tracking orders
- Reviewing budget

Who will be the primary client contact? Jennifer Downen

- Contact client weekly
- Contact client with potentials changes
- Contact with emergencies

Who will organize team meetings? Hussain Altaqui

- Ensure meetings are planned after every meeting

Who will be in charge keeping team documentation? Hai Yu

- Organize binder
- Make sure team members give needed documents
- Update forms and documents

Who is formatting the Wikipage? Hussain Altaqui

- Create standard format for Wikipage
- Make sure members the page

Who is keeping meeting minutes? Jennifer Downen

- Keep minutes meetings at meetings
- Give them to Hai Yu
- Send meeting minutes after meeting

How will roles be selected and assigned? Volunteering for position

#### **Section 4: Team Relationships and Joint Work**

Members will:

- Be open-minded to new ideas
- Communicate effectively
- Discuss team/project problems
- Be active and effective during team meetings
- Be prepared for the team meetings
- Work independently
- Be accountable
- Refer to goals when making decisions

Members will NOT:

- Be negative
- Make changes without talking to the team
- Miss deadlines

#### **Section 5: Team Meetings**

Where and when will the team meet? On non-general session class days, we will meet during class in the Design Suite. When we have general session classes, we meet at 1:30.

What components are required in team meeting agendas?

- Progress since last meeting
- Problems since last meeting
- New ideas/new education
- Goals for the next meeting and everyone's responsibilities
- Next meeting time

How will meeting minutes be taken/circulated? Jennifer Downen is responsible for meeting minutes and sending them by e-mail to everyone on the team.

#### **Section 6: Individual Work**

How will work assignments be made? Based on our sub-projects

How will quality expectations be established and verified? Set expectations for each sub-project which will be standardized by the team. As for materials, it will be impacted by our budget.

How will due dates be established and verified? We will have a team meeting schedule and team/individual/class deadlines will be placed on the schedule. Individual deadlines will be established once our goals are set.

How will status of work in progress be communicated? Status of work will be updated at the beginning of each meeting with minutes. We will ask if sub-projects and project are going to meet the deadline/budget/goals.

**Section 7: Documentation and Communication**

What individual documentation will be kept? Logbooks (brainstorming ideas), expected forms and assignments, necessary calculations

What team documentation will be kept? Drawings, wikipage, SolidWorks models, hand sketches, calculations, electrical layout plans, technical data sheets, user guides, project timeline, design goals, minutes, table of content, design review, snapshot, EXPO

What is the process for communicating with other team members? Text and e-mail

What is the process of communicating with your client/outside stakeholders? E-mail, text, and face-to-face meetings

**Section 8: Conflict Resolution**

What process will be used to address conflict? Discussion during meetings, make sure to address problem and solution, make sure to gang up on people, no yelling. If the conflict cannot be resolved, then the next step is to talk to our instructor.

How will team dynamics be communicated to the instructor/mentor? Team dynamics will be updated at our weekly meetings if there is conflict that cannot be resolved

**Section 9: Amendments**

Where will this team contract be kept? Binder

How often will the contract be reviewed? During conflict and as needed

How can the contract be amended? Contract can be amended by majority vote during the meetings

**Section 10: Affirmation of Compliance**

We, the members of this 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.

Name	Signature	Date
1.		
2.		
3.		
4.		