**Project Team Charter**

**ME476C: Capstone I**

**Signature Cover Page**

Each team member will copy the following statement in their own handwriting (LEGIBLY) in one of the designated areas below:

**I agree to do an equal amount of work in the team. I understand that my grade will reflect my effort in the team.**

**Print Name: Nathan Krikawa Signature:**

**Print Name: Nolan Hann Signature:**

**1. Team Purpose:** State the reasons for this team’s formation and the team’s purposes. Who are your stakeholders, and what are their expectations of and for the team? Write 2-3 paragraphs for this section – be thorough and complete.

**Purpose: Fix Honeywell 3D printer**

**Stakeholders: Honeywell**

**Expectations: Fix printer, print item, stress test**

**2. Team Goals:** What are the team’s project, process, and quality goals? To what level of performance are team members willing to commit, and what course grade are you collectively aiming for? Articulating these goals will make a difference in your team’s performance. Write 2-3 paragraphs for this section – be thorough and complete.

**3. Team Member Personalities/Roles/Responsibilities:** State each team member’s personality style and what they can bring to the group. While some team responsibilities are shared by all members, collaborative teams work best when members also have unique roles and responsibilities. Consider these assignments carefully. Each of the following **administrative roles** must be assigned to a team member (for smaller teams, some people will have multiple roles):

|  |  |
| --- | --- |
| Role Title | Role Description |
| Project Manager | Manages tasks, develops overall schedule, runs meetings, reviews individual contributions, provides safe and welcoming team environment, does NOT make all decisions (rather facilitates discussion of the team to arrive at team decisions) |
| Logistics Manager | Manages internal and external communication (point of contact for client), documents meeting minutes, manages facility and resource usage  |
| Financial Manager | Oversees all purchases, main contact with Front office for budget management, monitors and records all purchases for budget tracking, updates Bill of Materials |
| Test Engineer | Oversees experimental design and testing, plans testing procedures, acquires necessary equipment for testing, runs all tests for team |
| Manufacturing Engineer | Coordinates fabrication of design (does NOT do all manufacturing themselves), reviews design at all steps, ensures design can be manufactured, finds outsourcing opportunities manufacturing can’t be done in-house, develops schedule of manufacturing |
| CAD Engineer | Coordinates and oversees CAD development throughout project, creates protocol for revision management, manages CAD files, ensures CAD model matches physical design, does NOT do entire CAD package themselves |

After the administrative roles have been assigned, now assign **technical roles**. For example, perhaps you are responsible for a particular sub-system or mathematical modeling tool. You’ll want to assign multiple people to specific sub-systems or mathematical tools for redundancy and to share the workload.

**Nathan: ENTJ-A, Project Manager, CAD, Manufacturing Engineer**

**Nolan: ENFP-T, Logistics Manager, Financial Manager, CAD, Test Engineer**

 **4. Ground Rules:** How and when will this team meet? What are the norms and ground rules the team will agree to? How will you conduct discussions and make decisions? How will you handle dissenting views among members? How will you hold each other accountable for living by these rules and for task completion? What kind of participation and level of commitment do you expect from one another? Write 3-4 paragraphs for this section.

**In person, Idea Lab, once a week, zoom if needed. Agree to meet once a week outside of class. Follow meeting agenda. Always speak our minds, go through logical thought process when disagreeing and each fully explain conflicting ideas.**

**5. Potential Barriers and Coping Strategies:** What barriers to effective teamwork might potentially arise in the course of completing your senior project and other team obligations, and how will you handle them if they materialize? What problems with team dynamics have you experienced in the past, and how will you handle them if they come up again? Write 3-4 paragraphs for this section.

**Conflicting/shifting schedules, not fulfilling agreed deadlines,**

**Norma** **Nym23@nau.edu**

**Idea Lab Manager**

**Constantin.Ciocanel@nau.edu**

**Generative Design tools (Fusion 360)**