

Team Charter for Senior Capstone Design Project

[Attach solutions to the following cover sheet and sign once finalized]

1. Project Manager: Taylor Mellon

2. Team Purpose: This team will design a product, which will be inspired by nature and will aim to improve the energy efficiency of Northern Arizona University. Additionally, making sure to highlight the product's aspects which combat climate change.

3. Team Goals: As a team we will be looking at a complete design to increase the energy efficiency of a building or system on campus. Each member is looking to receive an A in the course along with, knowledge about energy efficiency for commercial buildings and electrical systems. Additionally, the team hopes to have valuable work experience which can be implemented in our life in industry.

4. Team Member Personalities/Roles/Responsibilities:

Project manager/ Budget Liaison: Taylor Mellon

Taylor oversees project, idea selection, and feasibility. His strengths include, but not limited to, creativity, leadership, revising documentation, and problem solver. The aspects where Taylor falls short include, but are not limited to, remembering dead lines, staying on the topic being discussed, and gets stressed or overwhelmed at times.

Client Contact: Kyle Matsuoka

Keeps in contact with clients, reach out to people for funding. Helps define what is needed for client and makes sure project is staying in the scope of what the client wants. His strengths include leadership, revising documents, problem solving, and keeping track of deadlines. Some of the areas that he struggles in is not expressing his ideas in a clear manner.

Documents Manager: Talon Mills

Keeps track of all documentation, data storage, ideas, and any physical materials that are involved. Strengths include leadership, work ethic, solving problems among members, and idea generations. Short-falls include personal time management and getting too focused on one issue and failing to see big picture. Need work on technical writing. Overall a good team member.

Web Designer: Hani Alharbi

Hani creates and develops our website and maintains web present as the project moves forward. His strengths are professionalism, teamwork, and punctuality. He am willing to give all his strength into the project in order to be one of the most great projects done in NAU. His weakness is limited on using Solidworks.

The team members all have their strengths a weaknesses, and with the help of other team members, those weaknesses will be mitigated.

5. Ground Rules: Meetings are on Sundays at 7:00pm in the engineering building. All members must be present at these meetings. If members will not be able to attend, then a two day notice must be provided. This will be to discuss if rescheduling of the meeting, will be needed. If two or more members of the team are missing, then the meeting is automatically moved. If a member does not accomplish assigned tasks, a team meeting will be held to discuss the issue and if repercussions are needed. Finally, if the issue escalates, then a meeting with the professor will be held to resolve the issues. All documents will be shared on Google Drive, for all members to insert their portions of this project so other members can keep track of the projects progression.

6. Potential Barriers and Coping Strategies: If a member doesn't complete their assigned work then a group meeting will be called to discuss it. If the issues are not resolved then a meeting will be held with the overseeing professor. Any issues or confrontations between members will be dealt with by the whole team in a team meeting.

7. Charter signed and dated by all team members and given to the instructor (legible signature, please!). Attach the following page to the front of your team charter.