



# Team contract for Group 2 - BASF

## Senior Design Project

### ***Team Members***

- Felicity Forness – Industrial Engineering Major with experience in time and budget management, Microsoft Excel, and telecommunications.
- Katia De Leon – Industrial Engineering Major with experience in purchase, and merchandise quality control.
- Jorge Tobar – Industrial Engineering major with experience in employees' time management and proficiency with Microsoft Word and Microsoft Excel.

### **1. Team Procedures**

#### **Meetings**

Team meetings will take place on every other Wednesday at 2:00 PM in the senior design room. All team members are expected to attend every meeting. If any additional meeting is required, they can be scheduled 24 hours in advance with the agreement of ALL team members. Felicity Forness will be responsible for sending out a meeting agenda to all members 24 hours prior to meeting time.

During the meetings each team member will come with a list of topics that need to be discussed, along with the topics on the meeting agenda. The phase leader will be responsible for keeping meeting discussions focused and productive. Also, during the meetings the team scribe will be responsible for taking written notes at each meeting, as well as typing and sending them out to all group members and posting the meeting minutes in the blackboard blog within 24 hours of the meeting conclusion. The team scribe will change for each phase.

#### **Communication**

Throughout the duration of our senior design class emails will be used for meeting topics and formal communication, and group chat, via text message, will be used for everyday communication. For all decision-making the team must agree unanimously on all matters.

## Stakeholder Interaction

### Stakeholders

Brian Telesz – CPIM, CPF Supply Chain Planner (Leading Stakeholder)

[Brian.telesz@basf.com](mailto:Brian.telesz@basf.com), 229-465-2220

Regina Molisee – Quality and Continuous Improvement Manager (Leading Stakeholder)

[Regina.molisee@basf.com](mailto:Regina.molisee@basf.com), 229-465-2399

Margaret Scheiner – Senior Design Teaching Assistant (Supporting Stakeholder)

[Mvs13b@my.fsu.edu](mailto:Mvs13b@my.fsu.edu)

Dr. Okenwa Okoli – Head of Industrial Engineering Department/ Professor of Senior Design (Neutral Stakeholder)

[Okoli@eng.fsu.edu](mailto:Okoli@eng.fsu.edu), 850-410-6352

Ryan Adams – Senior Design Teaching Assistant (Supporting Stakeholder)

[Gra15@my.fsu.edu](mailto:Gra15@my.fsu.edu)

Dr. Tarik Dickens

Dr. Hui Wang

A meeting will be scheduled with one of the TA's to occur every three weeks. These meetings will be held in their respective offices by appointment in the specify time. All team members are expected to attend each meeting with the teaching assistants. Also, emails sent to BASF stakeholders on updates and progress of the project will require to copy at least one of the teaching assistants. Likewise BASF stakeholders will receive weekly emails regarding the project.

Meetings with BASF stakeholders will be scheduled at their convenience and will take place at their manufacturing facility. The phase leader will be responsible for confirming any meeting with ALL stakeholders at least one week prior to the meeting. If any meeting details are to change, the phase leader will contact all meeting attendees to confirm changes at least 3 days prior to the meeting. The team scribe is responsible for taking notes in all meetings and posting the meeting minutes on the blackboard blog within 24 hours of the meeting close. Meeting minutes will be type and sent out to all members by the team scribe.

All stakeholders will be informed of deliverable and presentation dates within 48 hours of the team's confirmation of event details. The Phase Leader will be responsible for contacting BASF stakeholders for all presentation and deliverable dates by either phone or email, and will also be

responsible for confirming whether or not BASF stakeholders will be able to attend. In case of BASF stakeholders were not to attend, the phase leader will be responsible in informing the teaching assistants.

## **2. Team Expectations**

### **Work Quality**

Three days prior to a due date all individual parts are due and the group will meet to practice presentations together. The Blackboard File Exchange will be used to share project details and information with each other. Extreme awareness of due dates and flexibility to work together when needed will be implemented throughout the project.

### **Team Participation**

All assignments will be split evenly among team members to ensure everyone is participating. When deliverables are due, and if any of the team members will turn in a late assignment, he or she must notify the phase leader. The phase leader will be responsible for keeping the team on task by keeping them informed, as well as staying informed on their process. Also, the phase leader will send weekly reminders to ensure everyone knows due dates and responsibilities. A Gantt chart will be created to keep track of project performance.

### **Personal Accountability**

All individual assignments must be completed and sent to phase leader 72 hours prior to due date. Each team member is responsible for his or her own assigned part of the report. Phase leader is responsible for combining all individual parts and insuring flow of presentation.

All members are expected to attend all meetings on time and to fully participate in team discussions. Each phase leader will be responsible for updates including meeting dates and times, due dates, and any other assignments during their respective phase. If additional group work is required, the phase leader will inform team members at least 48 hours prior to the due date.

Furthermore, all team members are expected to respond to all emails warranting a response within 12 hours of the email being sent. Daily contact between team will be done through group chat, in which all members are expected to respond within four hours of text being sent.

## **3. Consequences for Failing to Follow Procedures or Fulfill Expectations**

Failing to follow procedures of fulfill expectations will result in some consequences. Upon first infraction, the team member who did not fulfill obligations will receive written warning via email. If failure to perform continues, points will be deducted from that respective person's peer review at the end of the semester. If a team member's infractions continue, one of the TA's will be contacted for further action.

# Team Member Signatures

By signing below, each individual confirms the following statements.

- a) I participated in the creation and expression of the standards, procedures, and expectations stated in this contract.
- b) I understand that I am obligated to abide by these terms and conditions.
- c) I understand that if I do not abide by these terms and conditions, I will suffer the consequences described in this contract.

Katia Deleon

1) \_\_\_\_\_ date \_\_\_\_\_

Felicity Forness

2) \_\_\_\_\_ date \_\_\_\_\_

Jorge Tobar

3) \_\_\_\_\_ date \_\_\_\_\_