



**Project Charter**

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FAMU-FSU College of Engineering

EML 4911: Senior Design

Jerris Hooker & Shayne McConomy

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**Table of Contents**

Project Charter	2
Project Scope	4
1.1 Project Description	4
1.2 Key Goals	4
1.3 Market	4
Primary Markets	4
Secondary Markets	4
1.4 Assumptions	4
1.5 Stakeholders	4
Code of Conduct	4
2.1 Mission Statement	4
2.2 Outside Obligations	5
2.3 Team Roles	5
2.4 Communication	7
2.5 Dress Code	7
2.6 Attendance Policy	7
2.7 Group Notification Procedure	7
2.8 Meeting Etiquette Standards	8
2.9 Procedure Prior to Meetings with Advisor or TA's	8
2.10 Procedure to Contact Advisor	8
2.11 Preferred Outcomes of Meetings with Advisor	8
2.12 Amendment Procedure	8
2.13 Statement of Understanding	8



## **Project Scope**

### **1.1 Project Description**

Create a solution for reclosing switches alternative to a hook stick.

### **1.2 Key Goals**

Have our new solution for switch reclosing be less physically intensive than using the standard hook stick method, but still be as versatile and easy to use.

### **1.3 Market**

#### **Primary Markets**

Florida Power and Light

#### **Secondary Markets**

Other utility companies

### **1.4 Assumptions**

Assume that this device or other solution that is designed must be able to fit in a work truck and be able to be carried to the point at which it will be used.

### **1.5 Stakeholders**

Our stakeholders include Florida Power and Light/NextEra Energy, Senior Design professors Dr. McConomy and Dr. Hooker, and the FAMU-FSU College of Engineering.

## **Code of Conduct**

### **2.1 Mission Statement**

Team 304 aspires to accomplish all project goals with exceptional dedication, innovation, and punctuality. The team will meet and exceed all expectations of the project in all facets. The apex of team 303's success is governed by the integrity, accountability, and communication skills of each individual.

## 2.2 Outside Obligations

Andrew Lois

University obligations: MON/WED 11:00-12:15, WED 5:00-8:00, TUE/THURS 12:30-1:45, and 3:30-4:45,  
FRI 9:30-10:45

Jacob Ray

Company obligations MON,WED 9AM-11AM, 4PM-8PM & TUE,THU 9AM-1PM

University obligations MON, WED 2PM-3:15PM & FRI 3:30PM-5:30PM

Christian Perez

Company obligations MON 3PM-6PM, TUES 1PM-2:30PM, WED 9AM-3PM, THU 12PM-3PM

Nicholas Grant

University obligations MON 8AM-9:15AM, TUES 11AM-12:15PM, WED 8AM-9:15AM, 5:30PM-8PM &  
FRI 8:15AM-10:45AM

SirDarius Lomack

University Obligations: MON 9:30AM-12:15PM, TUE 12:30PM-1:45PM & 5PM-7:45PM, WED 9:30AM-  
12:15PM & 5PM-7:45PM, THU 12:30PM-1:45PM

Job Obligations: MON/THU/FRI 2:30PM-6PM

## 2.3 Team Roles

Jacob Ray

Primary Role: Prototype Design Engineer

Secondary Role: Organizational Aid

The Prototype Engineer is responsible for designing and testing 3D CAD models and producing physical prototypes. This role is also tasked with organizing meetings and reviewing documents for conciseness and format.

Nicholas Grant

Primary Role: Dynamics Engineer

Secondary Role: Mathematician

The Dynamics Engineer is responsible for all matters related to control systems and robotics. This role is also tasked with any mathematical calculations required.

Christian Perez

Primary Role: Materials Engineer

Secondary Role: Quality Control

The Materials Engineer is responsible for material design, selection, and maintaining all matters of materials science. This role is also tasked with ensuring the quality of all produced deliverables.

Andrew Lois

Primary Role: Electrical Engineer

Secondary Role: Organizational Aid

The electrical engineer is responsible for making sure the design is electrically sound and does not violate the guidelines given by the sponsor. This role is also tasked with communicating with the sponsor and organizing meetings within the group.

SirDarius Lomack

Primary Role: Electrical Engineer

Secondary Role: Financial Manager

Nicholas Haynes

Primary Role: Electrical Engineer

Secondary Role: Computer Programmer

## **2.4 Communication**

Our modes of communication will include Microsoft Teams, Text Message, and Email. When in-person meetings are not possible, Microsoft Teams is to be used. Text Messaging and Calling will be used in situations where Microsoft Teams is unavailable/unnecessary. Email will be used for formal communication with team members, sponsors, and subject matter experts.

## **2.5 Dress Code**

Classroom Attire: Casual; Environmentally conscious/socially appropriate attire.

Presentation and Professional Events: Business casual; Dress shoes, pants, and belts with a button-up shirt or polo shirt.

## **2.6 Attendance Policy**

The group will meet at least once per week to work on assignments or discuss a plan for future assignments. Attendance of group meetings is required. Absences will be excused if the reason is justifiable, or 24 hours of notice is provided. If a group member is absent from a meeting without notice or the reasoning is not justified, that member must bring refreshments to the next team meeting. Three absences from group meetings will result in a formal discussion with all group members about punctuality and attendance. Four or more absences will result in a meeting with the advisor.

## **2.7 Group Notification Procedure**

The team will communicate primarily through Microsoft Teams. Organization of team meetings, important team memos, all files, and remote meetings will be channeled through Microsoft Teams.

### **2.8 Meeting Etiquette Standards**

Members are expected to maintain an appropriate appearance for meetings with the advisor, the TA's, the sponsor, etc. They are also expected to refrain from using inappropriate language and be courteous to others.

### **2.9 Procedure Prior to Meetings with Advisor or TA's**

Do any relevant background research or preparation. Create a set of questions and points that need to be addressed.

### **2.10 Procedure to Contact Advisor**

If an issue between group members arises, the group members should have a civil conversation without accusing others or becoming defensive. A plan of action should be created to ease and prevent further conflict and if the plan is not followed or the conflicts continue, then the advisor will be consulted.

### **2.11 Preferred Outcomes of Meetings with Advisor**

Create a plan of action that includes disciplinary measures if violated.

### **2.12 Amendment Procedure**

This document can be amended with a formal team vote. This vote will require a majority vote (4 of 6 members) and all members must sign the amendment. The amendment will be included as an attached appendix to this document. All necessary parties will be notified of the amendment and will receive a copy of the new document.

### **2.13 Statement of Understanding**

I hereby express my comprehension of the Code of Conduct and commit myself to fulfill all requirements detailed in The Code of Conduct. I understand that all procedures outlined in The Code of Conduct are expected of each member. I understand that The Code of Conduct is subject to change. Signing this document is a binding agreement to adhere to the standards detailed above.

I, <u>Christian Perez</u> , understand.	//SIGNED//	19 SEP 2023
I, <u>Nicholas Grant</u> , understand.	//SIGNED//	19 SEP 2023
I, <u>Jacob Ray</u> , understand.	//SIGNED//	19 SEP 2023
I, <u>Andrew Lois</u> , understand.	//SIGNED//	28 SEP 2023
I, <u>SirDarius Lomack</u> , understand.	//SIGNED//	28 SEP 2023
I, Nicholas Haynes, understand.	//SIGNED//	28 SEP 2023