[**Project Deliverable A - Team Contract, Client Meeting Preparation and Project Management Skeleton**](https://uottawa.brightspace.com/d2l/le/content/372866/viewContent/5260113/View)

**GNG2101–INTRODUCTION TO PRODUCT DEVELOPMENT & MANAGEMENT FOR ENGINEERS & COMPUTER SCIENTISTS**

**Presented to:**

**Professor: Dr. Emmanuel Bouendeu**

**TA: Mohamed Bougader**

**PM: Cecilia Lou**

**Group #Z15:**

**Tristan Rodgers - 8680457**

**Usman Khan - 300185666**

**Sami Lowe - 300211748**

**Ismail Mostafa -**

**Yahya Mostafa -**

**University of Ottawa**

**Re-Submitted: May 16 2023**

**PROJECT DELIVERABLE A.1 : TEAM CONTRACT**

**GNG2101, Section # Z01**

**Team Members:**

1) Samantha Lowe

2) Usman Khan

3) Yahya Mostafa

4) Ismail Mostafa

5) Tristan Rodgers

**Suggested Projects:**

Final choice: Voice-activated chair remote

|  |
| --- |
| **Team Procedures** |

1. Day, time, and place for regular **team meetings**:

The group will meet both in person and virtually throughout the semester. The in person meetings will take place on Monday’s following the lecture at 1pm in the CRX building. Additionally, the team will meet virtually on Discord to discuss project deliverables as well as design iterations, client meetings etc. at least once per week.

2. Preferred method of **communication** (e.g. e-mail, cell phone, Facebook, Blackboard Discussion Board, face-to-face, in a certain class) in order to discuss the project and to inform each other of team meetings, announcement, updates, reminders, problems:

The preferred method of communication for this team will be on the Discord server. In case one of the team members is not responding on Discord, each team member will provide their phone number and consents to being contacted by text message in the case of an emergency. Each member of the team is committed to checking in on the Discord chat at least once daily to keep up to date with the project.

3. **Decision-making policy** (by consensus? by majority vote?):

For this project, the decisions will be taken by consensus. Open-mindedness is an important aspect in being a good team player, and decisions by consensus will ensure that each team member is open to hearing out and understanding the point of views of others, as well as making compromises on their side.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

The person in charge of setting the agendas before meeting on Monday’s is \_\_\_\_\_\_\_\_\*. The meeting agenda will be written once weekly in a shared word doc and accessible for viewing and editing to each team member. All team members are expected to go through the agenda before meetings, and bring up the points that they feel must be addressed. To ensure that the meetings are on track and efficient, we will try to stay focused on the course material and keep casual conversation to a minimum.

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

The meeting notes will be taken during every meeting by \_\_\_\_\_\_\_\_\*. They will note in a shared document to which each team member will have access for viewing and editing.

|  |
| --- |
| **Team Expectations** |

**Work Quality**

1. Project standards (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.?):

Each team member is expected to work hard throughout the course of this project and strive for a grade superior to 90%. As high-achieving engineering students, the standard for quality of team presentations, collaborative writing, individual research, preparation of drafts, peer reviews etc. is very high.

2. Strategies to fulfill these standards:

If a team member is unable to finish their assigned task by the agreed due date, they must inform the group as soon as possible. If, for any reason, the group is not able to complete this task, the team member in question is fully accountable and must be held responsible by emailing the project manager and notifying them that they were not able to complete their task on time.

**Team Participation**

1. Strategies to ensure cooperation and equal distribution of tasks:

The group will meet frequently on Discord to discuss task distribution and comment on team members cooperation, and team engagement throughout deliverables. Meetings can end in a round table discussion to ensure everyone has the chance to leave comments, discuss their work load and more. Wrike will be used to keep track of tasks, dates, and ensure an equal distribution of tasks.

2. Strategies for encouraging/including ideas from all team members (team maintenance):

As mentioned, round table discussions will take place at the end of the weekly meetings. This allows team members to discuss and share their ideas, concerns or any overall comments. If any new ideas come up after the weekly meeting, make mention of it in the Discord chat. When ideas are proposed, the team will go through all team members' propositions together to make sure they are heard and taken into consideration for the success of the team.

3. Strategies for keeping on task (task maintenance):

To ensure tasks are being completed, the team will meet very quickly (5 minute discussion) on Discord near the end of the submission date to ensure everyone is keeping up with their tasks, and see if anyone is stuck or in need of help. Any questions or help required for task completion must be asked in the chat. A high level of accountability will be the main strategy for keeping on task throughout the semester.

4. Preferences for leadership (informal, formal, individual, shared):

This team is composed of smart, creative and diverse students with different cultures, backgrounds and knowledge. To make the most of this diversity, the leadership style will be shared leadership, as members can take charge of the tasks that they are best suited for based on their skillset.

**Personal Accountability**

1. Expected individual attendance, punctuality, and participation at all team meetings:

All team members are expected to attend and contribute to all team meetings, and are expected to be engaged and give their all for the sake of the success of the team. There will be a lot of important decisions that will be made throughout this project and having input from all team members is important.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

As a team, it is important to work together and separate the tasks equally to ensure it is fair for everyone. Once everyone agrees on the tasks that they will be taking it is their responsibility to complete their work fully, properly and on time. The level of the responsibility should be the same across the team, everyone has their responsibilities to ensure the success of the team.

3. Expected level of communication with other team members:

There is no “I” in team, meaning no one should work on their own and make decisions on their own. When it comes to team projects, communication is key. Everyone should be responsible to communicate with each other to ensure everyone is in agreement and on the same page. This means when something is proposed, we expect everyone to communicate with each other and give their input to ensure this decision is firstly, okay with the entire team, and secondly the best decision for the success of the project.

4. Expected level of commitment to team decisions and tasks:

For a team to thrive, the team must ensure that everyone is committed to its success. Everyone should have the same level of commitment to come to agreement with team decisions and tasks separation.

|  |
| --- |
| **Consequences for Failing to Follow Procedures and Fulfill Expectations** |

1. Describe, as a group, how you would handle **infractions** of any of the obligations of this team contract:

If a teammate commits an infraction to the contract, the first step would be to have a discussion with them as to why it was committed and guide them to avoid such infractions in the future. A simple warning is always the first step.

2. Describe what your team will do **if the infractions continue**:

If the infractions continue, consequences will follow. A communication with the project manager explaining the infraction of the team member will be sent out, and the team member will have to take responsibility for this infraction by responding to this communication and admitting their mistake. The final grade for this project is based not only on the quality of the group’s work, but also on each team member's contribution. For this reason, it is highly advised that team members work hard and do not commit any infractions, so that these harsh measures are not used.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

a) *I participated in formulating the standards, roles, and procedures as 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 as stated in this contract.*

1) Samantha Lowe date 05/07/23

2) Usman Khan date 05/07/23

3) Yahya Mostafa date 05/07/23

4) Ismail Mostafa date 05/07/23

5)Tristan Rodgers date 05/14/23

\* This template was adapted from [https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/**Team**\_**Contract**.doc](https://cns.utexas.edu/images/CNS/TIDES/teaching-portal/Team_Contract.doc)

**PROJECT DELIVERABLE A.2 : CLIENT MEETING PREPERATION**

**GNG2101, Section # Z01**

**Team Members:**

1) Samantha Lowe

2) Usman Khan

3) Yahya Mostafa

4) Ismail Mostafa

5) Tristan Rodgers

**Rough Interview Schedule/ “Path”** (duration and basic activities/question areas):

1. User-focused interview

a. Ask the client to describe the user group they have in mind for the product.

b. Discuss the specific needs and challenges that this user group faces with operating powered recliner chairs.

c. Brainstorm potential features and design elements that would be useful for the user group.

2. Technical interview

a. Discuss the technical specifications and requirements of the project, including materials, power source, compatibility, and safety considerations.

b. Discuss the feasibility of different design options and potential challenges or limitations.

c. Brainstorm potential solutions and approaches to technical problems.

3. Design-focused interview

a. Ask the client to describe their vision for the product and any specific design elements or aesthetic considerations they have in mind.

b. Discuss the user experience and any usability or accessibility considerations that need to be considered.

c. Brainstorm potential design solutions and approaches.

4. Additional information interview

a. Ask the client any newly thought-of questions that may have risen throughout the interview process.

First three paths will have an equal time distribution, 4th path is there in case we need more time in a specific path or if we need to ask any newly thought-of questions.

**Specific Questions** (order can be adjusted to maintain ‘natural’ conversation flow):

1. What is the client’s disability? How does it affect their motor functions and their ability to conduct everyday tasks.
2. What frustrations does the client have to deal with that would be alleviated with this device.
3. Does the client have care and supervision or are they fully independent.
4. How should the device be activated (e.g. voice activation, physical button, etc.)?
5. What is the maximum distance the voice-operated button pusher should be able to work from?
6. Should the device be able to provide feedback to the user (e.g. confirming a command has been received and executed)?
7. How long should the device be able to operate on a single charge?
8. What kind of safety measures would be necessary to ensure the chair doesn't accidentally move?
9. Should the voice-operated button pusher be able to recognize different voices or just respond to any voice command?
10. Would it be useful to have additional features such as memory settings or pre-programmed positions?
11. Should the product be compatible with any existing home automation systems or voice assistants (e.g. Siri, Alexa, etc.)
12. What kind of power source should the voice-operated button pusher use?
13. What kind of support and maintenance would be required for the product?
14. Should the voice-operated button pusher be adaptable to other furniture besides recliner chairs?
15. Are there any specific voice commands that you would like to be included?
16. Should the voice-operated button pusher be compatible with any specific brand of powered recliner chair?
17. Should the product be designed for easy installation and setup by the end user?

**PROJECT DELIVERABLE A.3 : WRIKE SNAPSHOT**

**GNG2101, Section # Z01**

**Team Members:**

1) Samantha Lowe

2) Usman Khan

3) Yahya Mostafa

4) Ismail Mostafa

5) Tristan Rodgers

Here is our Wrike Snapshot:

<https://www.wrike.com/frontend/ganttchart/index.html?snapshotId=WmUVtmQPnd0kQ2lTOV21uwrxept8qxY0%7CIE2DSNZVHA2DELSTGIYA>