



Team DiversiTeam's Organization and Contract



Adrien Sanding



Michael E. DeLessio



Madison Browne



Esmeralda Ramirez



John Gomez

Team 1 (Equitable Design Solutions)

Advisor: Professor Natascha Buswell

17 January 2021



Team Formation

1.1 Introduction

In this document, we will discuss the logistics of how we will communicate and the expectations we have for one another. It will lay out the rules that we have chosen to abide by as a team. It will also include our goals and major milestones. Overall, we hope to redesign a product that has failed to account for diversity and universal accessibility.

1.2 Team Name

Team DiversiTeam is a play on the word "Diversity," and was decided on through proposal and agreement on our Slack Communication channel. This team name is appropriate due to our project and team's focus on being accountable and respectful to the diversity we have as a people. In our culture, ethics, and our technology, diversity should always be brought to the forefront of our perspective, and so with our team project and name we make a statement agreeing to be thoughtful to ourselves and to those who will hopefully use our design(s).

1.3 Team Goal

Overarching Goal

Diversifying technology is an imperative mission that requires careful consideration of all consumers involved, no matter how small the demographic, as to ensure equity, inclusion, and representation for marginalized groups. Our goal is to provide an equitable design solution to a product that failed to consider diversity in its initial implementation. In our redesign, we aim to account for accessibility issues and/or other needs that underrepresented groups may have for consideration within our future product.

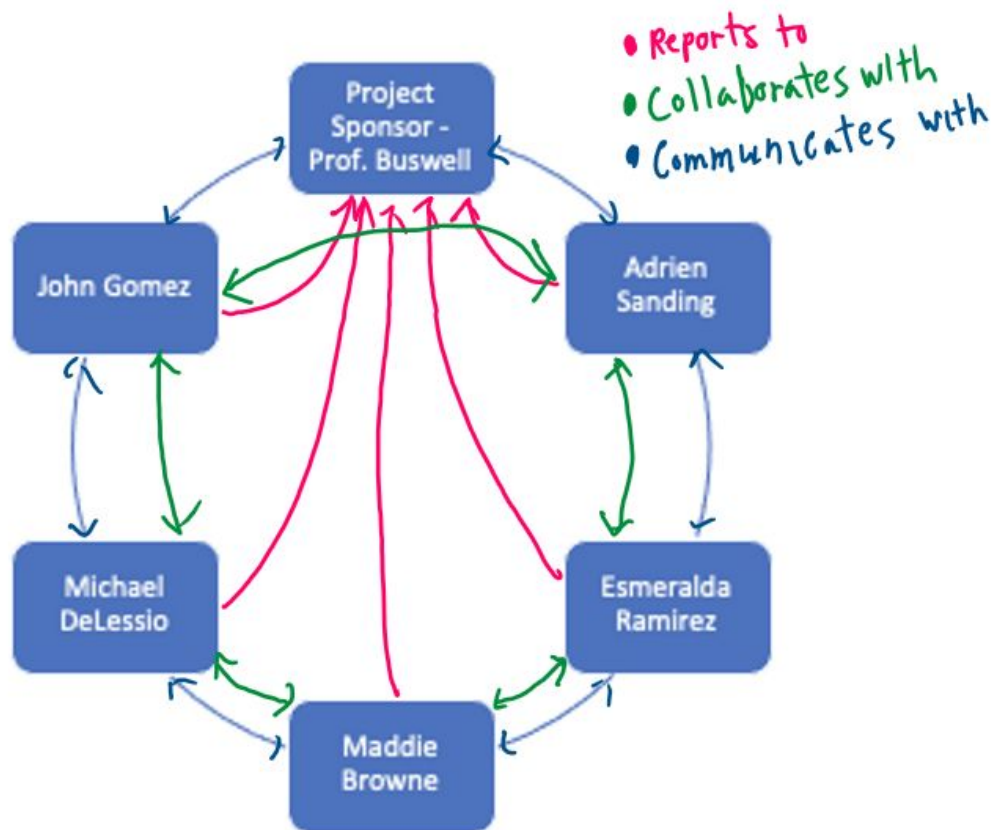
Major Milestones

- Weekly Status Reports due every week on Sunday
- Team Organization due Sunday, 01/17/2021 (end of Week 2)
- Project Website due Sunday, 01/31/2021 (end of Week 4)
- Midterm Presentation due Sunday, 02/07/2021 (end of Week 5)
- Midterm Report due Sunday, 02/07/2021 (end of Week 5)
- Final Presentation due Sunday, 02/28/2021 (end of Week 8)
- Project Showcase Poster and Design Review due Sunday, 02/28/2021 (end of Week 8)
- Final Report due Sunday, 03/07/2021 (end of Week 9)



1.4 Organizational (Org) Chart

Organizational Chart



Our team envisions that we are all contributing to our project from equal footing. Assignments for specific design and engineering tasks will be determined during meetings with the project sponsor.



1.5 Identify Support Structure and Available Resources

Support Structure	Available Resources
Professor Buswell (Project Advisor)	Fabrication Technology
Professor Copp and Professor Walter	UCI's Library Database
Lab Technicians at UCI	Materials Provided by UCI
UCI's Disability Services Center Staff	UCI Lab Facilities (e.g. FABWorks)

Under normal circumstances, we would be building our design in the labs on campus using materials provided by UCI, but due to the pandemic we will need to figure out how to use resources remotely to design our product.

1.6 Team Communication Plan

Our team will communicate using a Slack Workspace which also serves as an audit trail for design decisions. Weekly team meetings with Sponsor Buswell will take place every Thursday from 11:00-11:45 am via Zoom and will operate under a rotating leadership structure specified in section 1.7.Team Schedule.

Meetings outside the main meeting time will be scheduled as needed and established through communications via Slack.



1.7 Team Contract

Though it is the least productive phase of the five stages of team development, the storming phase is important because it allows the team to efficiently develop an organization model for the project at hand as we familiarize ourselves with each other and the design process. Furthermore, the team contract we develop will guide us forward and allow us to hold one another accountable as we navigate the course and project requirements.

Code of Conduct

Honesty:

- Team members are expected to communicate with the professor and other group members within a reasonable amount of time to allow the team to be both more efficient and have the most amount of time to solve any problems that may be present.
- Team members are expected to only use their own work (e.g. written work, SolidWorks parts or studies, code, etc) and other people's work if properly cited in IEEE format
- All team documents must be made available with all team members on the google shared drive. No changes to other member's work should be made to team documents without the team's approval.

Appropriate behavior:

- Team members are expected to show each other respect, and act in a constructive manner that is good for both team morale and productivity.
- Team members are expected to be focused on the project and not provide any distractions to the team during these meetings.
- Both team members and leaders need to listen (non-judgmentally) and be open to concerns, complaints and suggestions to improve the teams progress.

Decision making:

- All team members (students and sponsor) are expected to participate in the decision making of the team. Everyone's voice has equal consideration in decision making.
- For any important decisions, such as document submissions, project ideas, or placing critical team deadlines, the vote for those decisions must be a majority (4/6) though the outcome or final decision will vary on a case by case basis
 - e.g. Everyone believes the document is ready for submission
- It is okay to disagree! Be open to state your argument and keep an open mind to any counter arguments. Remain respectful when debating a claim.

**Team coordination:**

- The team will assign roles on a weekly basis and report on status during the weekly meetings with the project sponsor.
- Team members will be assigned to tasks that best suit their skill set to maximize efficiency, though opportunity to try and develop new skills will not be discouraged.
- Be open to helping each other and asking for help, as this is a team effort!
- The weekly meetings with Project Sponsor - Prof. Buswell will employ a shared governance structure with rotating leadership. Each week, one member will be responsible for coordinating and preparing the meeting agenda and another person will be responsible for taking meeting minutes. The schedule of leadership is below:

Accessibility:

- Software must be accessible to everyone, either as a free program or one offered within the library of UCI's OIT services.
- Software knowledge or the learning of will not be discouraged, as this project is an opportunity to learn.

Team Schedule


Meeting	Agenda Lead	Minutes
Week 3: Thursday, January 21	John Gomez	Adrien Sanding
Week 4: Thursday, January 28	Esmeralda Ramirez	John Gomez
Week 5: Thursday, February 4	Madison Browne	Esmeralda Ramirez
Week 6: Thursday, February 11	Michael DeLessio	Madison Browne
Week 7: Thursday, February 18	Adrien Sanding	Michael DeLessio
Week 8: Thursday, February 25	John Gomez	Adrien Sanding
Week 9: Thursday, March 4	Esmeralda Ramirez	John Gomez
Week 10: Thursday, March 11	Madison Browne	Esmeralda Ramirez

Consequences and Follow-up Procedures

- Team members will initially try to resolve conflict internally before escalating to our Sponsor (Professor Buswell).
- If the conflict is not resolved, Prof Buswell will be involved in our approach to address the individual(s) who violated the team contract and come up with the best decision for reprimand.
- Any further escalations will be raised to Professor Walter and Professor Copp, who can then take appropriate action in the scope of MAE 189.



1.8 Roster and Signatures

Name	Phone	UCInetID	Major	Class*	Signature
Adrien Sanding	1-(858)-449-8950	asanding	ME	189	
Madison Browne	(619)-888-7292	browneme	ME	189	
Michael E. DeLessio	(760) 975 - 7933	mdelessi	ME	189	
Esmeralda Ramirez	(661) 342-7932	esmeravr	ME	189	
John Gomez	(323) 537-3612	gomezjj1	ME	189	Jgomez

* 93, 189, Other (e.g., other department)

Sponsor/Advisor Approval:



Signature

17 January 2021

Date