

Team Working Agreement

Project Title: Emergency Drone

Mentor: Dr.Khalid Qaraqe, ECEN

Dr. Michael Schuller, MEEN

Team Members: Hamda Al-Naimi, ECEN

Lolwa Al-Muhannadi, ECEN

Mizan Jaffer, MEEN

Monib Ashraf, MEEN

Abdulla Al-Suwaidi, MEEN

Team Organizational Chart:

Abdulla Al-Suwaidi, MEEN (**Team Leader**)

Mizan Jaffer, MEEN (**Assistant Leader**)

Hamda Al-Naimi, ECEN (**Website Administrator**)

Lolwa Al-Muhannadi, ECEN (**Meeting Transcriber**)

Monib Ashraf, MEEN (**Video Editor**)

Vision:

For this senior design, Team members will work efficiently together and apply their engineering background to produce a successful project that can help in saving lives and have a safer community through the emergency drone.

Rules:

- Team members should respect each other and maintain a good attitude.
- Team members should be responsible of their tasks and seek help from other members if needed.

- ECEN members should attend ECEN403 classes, if not they should send a notice at least 3 hours before class.
- Members should engage efficiently toward the project.
- Members should share ideas and opinions on the project.
- Members should be responsible in checking their whatsapp/email for daily updates.

Decision Making Process:

- Project decisions should be taken by majority vote.
- Members should not take any decision and perform a task without informing other members.
- Members should respect the opinion of others and respect the final decision taken by the majority vote.

Communication and Meeting Guidelines:

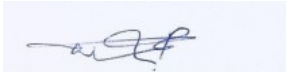



- ECEN students will meet 3 times a week; time and location will be announced later.
- Joint meetings between MEEN and ECEN students will be held every Thursday from 10 to 12.
- Leader will announce the meeting location each time.
- In case of emergencies, students should inform the leader.

Deadlines:

- Students should finish their tasks at least a day before the deadline.
- Students should send their tasks to the other members for revisions before the deadline.
- A notice should be sent to other members, in case of an emergency where student cannot perform their tasks before the deadline,

“An Aggie does not lie, cheat or steal, or tolerate those who do.”

By signing this document, all team members agrees to the above information:

Name:	Signature:	Date:
Hamda Al-Naimi, ECEN		14.09.2017
Mizan Jaffer, MEEN		14.09.2017
Lolwa Al-Muhannadi, ECEN		14.09.2017
Monib Ashraf, MEEN		14.09.2017
Abdulla Al-Suwaidi, MEEN	AAS	17.11.2017

This contract was approved by Dr. Khalid Qaraqe  on 14.09.2017

This contract was approved by Dr. Michael Schuller  on 14.09.2017