

Queen's University

CIVL 460 – Civil Engineering Design & Practice IV

Group Charter

Group E

Presented To: Ian Moore, PhD, P.Eng, FRSC, FCAE, FEIC, FCSCE
Zaid Kasim, BAsC

Prepared By: Rheya Dutkiewicz - 20302672
Lily-Anna Girard - 20334781
Sophia Mariani - 20331381
Jordan Raftis - 20279619

Following professional engineering practice, we bear the burden of proof for original work. We have read the (<http://engineering.queensu.ca/policy/Honesty.html>) and confirm that this work is in accordance with the Policy.

Team Objectives

The objective of Group E is to foster an inclusive and collaborative working environment where everyone is encouraged to share insights as we work towards our CIVL 460 capstone project. By establishing regular team meetings, open communication, and through participation from all group members, we expect to deliver a successful proposal for a sustainable retrofit to our client, Entuitive. Respect and transparency will be at the forefront of all team members' decision-making processes, and the course objectives will be reiterated throughout the weeks. All team members agree to contribute fairly to all deliverables and agree upon the established group charter.

Communication Tools and Expectations

As agreed, our group's primary mode of communication will be through iMessage for quick updates, reminders, and confirmations. This platform will be used to coordinate meetings times, confirm progress on deliverables, and ensure that we are aligned on daily priorities. Any messages between group members are expected to be timely, clear, and respectful, with all members checking and responding promptly so that no one is left waiting on critical decisions. To aid with this, the working hours for any questions will be from 8:00 AM – 9:00 PM. This will ensure all members ask questions and confirm details while everyone is awake and able to respond.

For more formal communication, such as sharing finalized work or clarifying client expectations, Microsoft Teams will be used to maintain professionalism and proper documentation of our discussions. Teams will serve as the primary platform for organizing and sharing all project documents, drafts and final work, allowing for easy access and version control. The group's project Manager, Zaid Kasim, will be added to the Teams channel for access to all documents and for communication, which will be done between the hours of 8:00 AM – 5:30 PM, Monday to Friday. The group will have all drafts completed 7 days prior to the submission due date to allow Zaid Kasim adequate time to review deliverables through the Teams channel. These communication expectations will help us remain consistent and efficient throughout our capstone project.

Meeting Expectations

In terms of meetings, our group has agreed to meet twice a week to stay on track with project milestones and client expectations. All meetings have been scheduled in advance, with reoccurring ones happening every Monday and Friday from 9:30 AM – 11:30 AM. Monday meetings will be designated to go over upcoming deliverables, create a plan of action and hold each other accountable for delegates tasks. As most deliverables are due on Fridays for the remainder of the school year, meetings scheduled on Fridays will be designated for final proofreads, last minute questions, comments and overall feedback before the weekend. Wednesdays from 10:30 AM – 11:30 AM, will act as a placeholder in everyone's calendar as an alternative meeting that can be used if there are additional items to review or if conflicts arise. Besides the established meeting times, each team member will be held to complete a minimum of five hours of individual work each week on course deliverables. During meetings, all members are expected to be punctual, prepared and ready to participate actively. See Table 1 below for the weekly work breakdown.

Table 1: Group E weekly work breakdown.

	Monday	Tuesday	Wednesday	Thursday	Friday		
8:00 AM	Prior commitments & work time	Prior commitments & work time	Prior commitments & work time	Prior commitments & work time	Prior commitments & work time		
9:00 AM		Lecture			Lecture		
10:00 AM	Group Meeting	Prior commitments & work time	Lecture		Group Meeting		
11:00 AM			Optional Meeting		Prior commitments & work time		
12:00 PM	Prior commitments & work time		Prior commitments & work time				
1:00 PM						Group x Zaid Meeting	
2:00 PM						Prior commitments & work time	Prior commitments & work time
3:00 PM			Prior commitments & work time				
4:00 PM							
5:00 PM							

Defined Roles and Responsibilities

Our team has a diverse range of industry experiences in project coordination, contract management, environmental consulting, and building science. Each person on the team brings a unique perspective developed through work experience on large-scale infrastructure, heritage retrofits, energy-efficient building systems, and sustainability focused projects. To ensure efficiency and project delivery on this retrofit, we have defined clear roles and responsibilities aligned with both our professional strengths and needs of the project.

Project Manager (Rheya Dutkiewicz): The project manager will be responsible for general coordination and communication with the client, scheduling meetings, documenting progress, and ensuring quality control deliverables.

Environmental Coordinator (Lily-Anna Girard): The environmental coordinator will be focused on researching strategies to improve energy efficiency, investigating on-site renewable generation methods, and assessing the environmental impact.

Structural Coordinator (Sophia Mariani): The structural coordinator will review existing building structure, evaluate the impact of retrofit measures on load, and envelope and provides structural recommendations to ensure feasibility as well as durability.

M&E Coordinator (Jordan Raftis): The mechanical and electrical coordinator will assess existing mechanical and electrical system, identify opportunities for efficiency upgrades, evaluate renewable, and on-site power generation options and will ensure integration with structural and envelope systems.

By having set reasonability's for each of our team members this ensure that each aspect of the retrofit from project communication and environmental sustainability to structural soundness, and mechanical/electrical integration is thoroughly analyzed and supported with specialized expertise.

Problem Solving & Conflict Resolution

The team hopes to limit conflict within the group through open communication and weekly meetings, however if conflicts arise, they will be addressed respectfully to minimize any further issues within the group. All conflicts will be addressed at the weekly internal meeting, and an open discussion will be held where all parties can express their opinions. Through idea generation and conflict resolution, we will come to a reasonable and equitable solution that promotes the well-being of all group members and the success of the project. Similarly, if one group member is not contributing or completing their delegated tasks, the issue will be addressed at the next weekly internal meeting. If the actions or work ethic of the group member(s) don't improve, the team will dedicate a meeting to discuss what else can be done to solve the internal conflict or problem.

We understand that unexpected absences due to illness or extenuating circumstances are possible. In such cases, it is the duty of the individual to notify the group via the designated iMessage chat to allow work to be redistributed. Having the draft internal deadline set 7 days prior to the submission due date should allow for adequate time for work to be redistributed. In the event that someone is unable to complete their delegated responsibilities, they may take on a larger role in the next deliverable.

The following is a detailed outline that can be used to address internal conflict:

1. Bring the issue to the attention of all group members at the next team meeting or ask to hold an additional internal meeting if the issue is time sensitive.
2. Discuss the circumstance and individual sentiments towards the issue.
3. Emphasize the shared objective of the success of the project through open communication.
4. Brainstorm ways to resolve said conflict.
5. Implement actionable steps that could be used and create an internal timeline and reassess after 72 hours at an additional in-person meeting.
6. Determine if the issue needs to be escalated to the team's project manager.

The team will seek guidance from the project manager, Zaid Kasim, if internal conflict persists and the issue cannot be resolved internally. To ensure a safe and inclusive environment, Zaid Kasim will be immediately informed if any offensive language or actions are directed at any group member.