

Faculdade de Engenharia da Universidade do Porto



Mobile Environmental Noise Protection System

Group 3A

VERSION 1.2

Quality Manual

Ana Orvalho - ee08175
João Pinho - ee07241
Rui Costa - ee05185
Rui Pinto - ee07186
Vítor Araújo - ee07206

October 19th 2012

Version Control

Version	Date	Author(s)	Approved by the Documentation Manager	Modified Sections	Changes
0.1	03/10/12	Team	X	All of them	Creation of the document
1.0	09/10/12	Team	X	6 and annexes	Completion of document and revision
1.1	17/10/12	João Pinho	X	Annexes	Index; Meetings' Templates updated to the last version; Annex 3 - Weekly Report Template added; Evaluation and Evaluation Templates; List of figures;
1.2	19/10/12	Vítor Araújo	X	All of them	Formatting corrections; Minor corrections;

Index

Version Control	i
Index	ii
List of Figures	iv
Chapter 1	1
Introduction	1
Chapter 2	2
Team Layout.....	2
2.1 Role definition and attribution	2
Chapter 3	4
Repository	4
3.1 Working Documents.....	4
3.1.1 Directory Structure.....	4
3.2 Final Documents	5
3.2.1 File naming	5
Chapter 4	6
Document Formatting.....	6
5.1 Minute template	6
5.2 Team Meetings' Template	6
5.3 Report Template.....	6
Chapter 5	7
Rules.....	7
5.1 Meetings.....	7
5.1.1 Setup, Minutes and Scheduling	7
5.2 Weekly Reports.....	7
5.3 Absences	7
5.4 Planning and Task assignment	8
5.5 Version Control.....	8
Chapter 6	9
Supporting tools.....	9
6.1 Document and Model editing	9
6.2 File and document archiving	9
6.3 Project and Task Management - Gantt	9
6.4 Communication and Interaction management.....	9
Chapter 7	10
Internal Evaluation	10
7.1 Global Team Assessment.....	10
7.2 Individual Assessment	10

References	11
Annexes.....	a
Annex 1 - Team meeting template.....	a
Annex 2 - Meeting Minutes' Template	b
Annex 3 - Weekly Report's Template	c
Annex 4 - Weekly Report's Template	d

List of Figures

Figure 1 - Dropbox Directory Structure	4
Figure 2 - Team meeting template.....	a
Figure 3 - Meeting Minutes' Template	b
Figure 4 - Group Evaluation Example for the team members	d
Figure 5 - Group Evaluation's Totals	d
Figure 6 - Self Made Group Evaluation.....	d
Figure 7 - Self Evaluation	d

Chapter 1

Introduction

This Quality Manual was redacted with the purpose of defining the team's working guidelines throughout the project - a way to unify, standardize and serve as a reference for the actions and methods applied by the team's elements in every aspect of not only documenting the project but in also serving as a methodology guide map and as a rulebook to ensure the team's well-being and high performance levels in fulfilling the objectives of the project.

Chapter 2

Team Layout

The team is built by the following elements:

Name	Email
Ana Luísa de Vila Fernandes Orvalho	ee08175@fe.up.pt
João António Sequeira de Pinho	ee07241@fe.up.pt
Rui Miguel Costeira Alves da Costa	ee05185@fe.up.pt
Rui Pedro Ferreira Pinto	ee07186@fe.up.pt
Vítor Joel do Nascimento Araújo	ee07206@fe.up.pt

2.1 Role definition and attribution

In order to have and maintain a higher performance and a better in-team cooperation the following roles were established. This is not in any way a binding and airtight attribution, being more of an effort to streamline the process and should only be maintained as long as it's useful for the team.

Leader: João Pinho

- Team spokesman towards the faculty, clients and other teams
- RedMine website manager
- Ensure a pleasant relationship and environment within the team
- Distribute equally the workload
- Deadline control

Vice-Leader: Rui Costa

- Substitutes the leader in his absence
- Gives support and assistance to the leader

Meeting Animator: Ana Orvalho

- Prepares the team summoning document
- Sets up the meeting place
- Conducts the meetings

Rapporteur: Rui Pinto

Writes meetings minutes within the agreed deadline

Documentation Manager: Vítor Araújo

Version Control

Document Review and formatting

Final Document review

Chapter 3

Repository

3.1 Working Documents

All documents that are being worked on will be located on the team's Dropbox Folder and should always follow the structure given in 3.1.1.

3.1.1 Directory Structure

The Dropbox Folder will follow the structure depicted in figure 1.

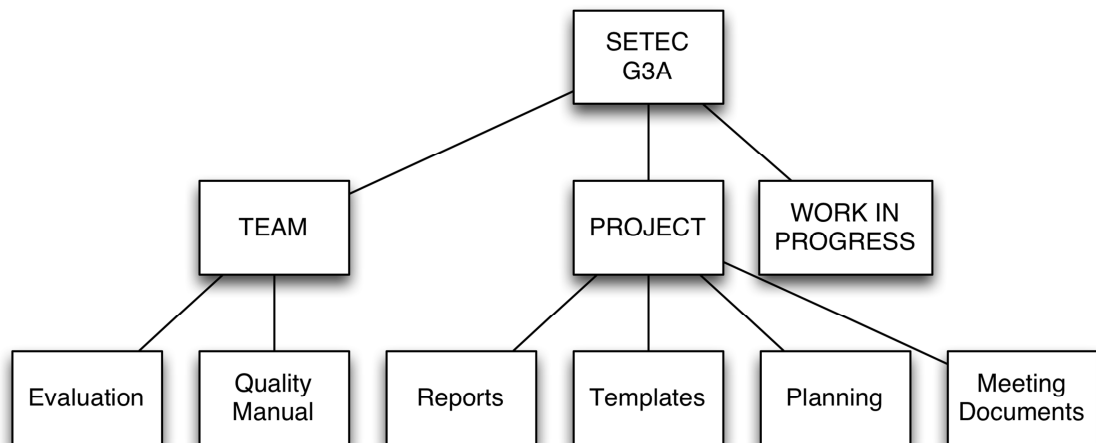


Figure 1 - Dropbox Directory Structure

The TEAM folder will contain every document relevant to the team's organization and operation - subdivided in Evaluation and Quality Manual.

The WORK IN PROGRESS folder will contain every document currently being worked on or not yet approved by the Documentation Manager for distribution / evaluation.

The PROJECT folder will contain every finished and approved document divided in Reports, Templates and Planning.

3.2 Final Documents

All final documents will be placed on the team's website in order to be accessed and graded by the professors. All reports should include in every page the Version Number, the date and the filename.

3.2.1 File naming

The name of all files created should be the following:

Name of Document vX.Y.extension

Being Name of Document the name of the document and X.Y the version number.

Chapter 4

Document Formatting

5.1 Minute template

The Minutes should always follow the template available in the team's website or in the team's Dropbox in PROJECT→Templates→Minutes.

5.2 Team Meetings' Template

The Team Meetings document should always follow the template available in the team's website or in the team's Dropbox in PROJECT→Templates→Team Meeting.

5.3 Report Template

Every report should follow the same template as this Quality Manual, which is formatted using the Trebuchet MS font, size 11 for normal text, size 14 and in bold for sub-titles and size 22 (also in bold) for main titles.

Chapter 5

Rules

5.1 Meetings

5.1.1 Setup, Minutes and Scheduling

The meetings setup should be done using a team meetings document sent to all members at least 24 hours before the meeting, which provided no extraordinary events occur should be during the autonomous class schedule on Tuesdays afternoon.

After each meeting, it's of the Rapporteur's job to redact a meeting's minute, following the template available. This minute will be approved on the following meeting and should be published on the website 24 hours after.

In every meeting should be present 4 or more team members in order to exist a minimum quorum, i.e. in order to make a decision final. Each decision will be voted with a show of hands. Whenever a tie occurs, the leader's vote will weight twice as much and the leader will be given a chance to change or maintain the vote.

5.2 Weekly Reports

All weekly reports will be sent to the assigned professor and will follow the template provided (see annex).

5.3 Absences

Whenever a team member cannot come to a meeting, an absence justification should be given to the team's leader with 12 hours' notice until the scheduled meeting starts.

5.4 Planning and Task assignment

The project planning will be done according to a Gantt's map available in the team's website. This will be updatable and will show the team's standing point on every stage of the project. The tasks will be assigned when needed during meetings by the team's leader, who will update that information on a spreadsheet, which will contain the task name, completion status and team member assigned.

5.5 Version Control

The version number on the document's name will control the version of each document. Every time a major change is done, the version number should reflect it.

Chapter 6

Supporting tools

6.1 Document and Model editing

To perform and editing documents, the team will use an office suite of desktop applications, Microsoft Office, using templates and formatting previously defined. It can also be used in some moments Google Drive, a storage and synchronization system, to write text documents.

6.2 File and document archiving

The official files and final documents versions produced by the team will be available on the team's website and Dropbox folder, following the repository order defined. All final documents will be presented in PDF format.

6.3 Project and Task Management - Gantt

The project and task manager will be released on the team's website, where a Gantt map is available for consult and where new team's tasks for the project can be added.

6.4 Communication and Interaction management

The preferential remote communication system used by the team will be instant messaging on a private group page, for all the team work needs. In some cases it can be used email (setec-g3a@googlegroups.com), telephone, or personal meetings for a more detailed contact.

Chapter 7

Internal Evaluation

At the last Tuesday of every month the Team will evaluate itself as a whole and each team member will evaluate each other and themselves.

7.1 Global Team Assessment

Whenever there is a need for a global team assessment, the team will agree on an evaluation from 0 to 20.

7.2 Individual Assessment

The individual assessment will be on a scale of 0 to 20 and will be composed of:


- Punctuality: 10%
 - Getting to the meeting on time
- Attendance: 15%
 - Going to the meeting
- Compliance with deadlines: 20%
 - Delivering work on the set time
- Dedication: 25%
 - Time and effort put into the project
- Quality: 30%
 - Value brought into the project

References

- [1] AZEVEDO, Américo - Teamwork, v1.0, October 9th 2011

Annexes

Annex 1 - Team meeting template



Universidade do Porto
FEUP Faculdade de Engenharia

Team Meeting [number] - G3A

Mobile Environmental Noise Protection System

Date: [DATE]

Beginning: [TIME]

End: [TIME]

Place: [PLACE]

Meeting called by: [NAME]

Participants:

Agenda

Objectives	Topics
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	

Preparation

Tasks:

Documents:

Notes:

Figure 2 - Team meeting template

Annex 2 - Meeting Minutes' Template


	Universidade do Porto FEUP Faculdade de Engenharia	
Meeting Minutes [number] - G3A		[Date]
Mobile Environmental Noise Protection System		[Time]
Rapporteur:	Meeting time:	[Place]
Participants:		
<hr/>		
Topics addressed:		
Decisions:		
Workplan:		
> Objectives		
> Responsibilities		
> Deadline		
> Comments		

Figure 3 - Meeting Minutes' Template

Annex 3 - Weekly Report's Template

As given by Prof. Dirk Elias:

This is our [insert report number] weekly report.

Problems

[insert problems]

Work

[insert work developed during week]

Requests

[insert requests]

Next Week Plans

[insert plans for the following week]

Annex 4 - Weekly Report's Template

October		Group Evaluation				
Name	Punctuality (10%)	Attendance (15%)	Deadline Compliance (20%)	Dedication (25%)	Quality (30%)	Total
Ana Orvalho						Self
João Pinho						0
Rui Costa						0
Rui Pinto						0
Vitor Araújo						0

* All Grades should be on a scale from 0 to 20

Figure 4 - Group Evaluation Example for the team members

October	
Name	Average
Ana Orvalho	0
João Pinho	0
Rui Costa	0
Rui Pinto	0
Vitor Araújo	0

* All Grades should be on a scale from 0 to 20

Figure 5 - Group Evaluation's Totals

October		Group Evaluation
Name	Evaluation	
Ana Orvalho		
João Pinho		
Rui Costa		
Rui Pinto		
Vitor Araújo		

* All Grades should be on a scale from 0 to 20

Figure 6 - Self Made Group Evaluation

October	
Name	Self Evaluation
Ana Orvalho	
João Pinho	
Rui Costa	
Rui Pinto	
Vitor Araújo	

* All Grades should be on a scale from 0 to 20

Figure 7 - Self Evaluation