

Team Working Agreement

ECEN 403: Electrical Design Laboratory I



Sunshine for a Brighter Future

Project Name

Penetration of large Photovoltaic (PV) System (800 MW) into the Qatar's Distribution Grid

Team Members

Asmahan Al-Kuwari

Hissa Al-Darwish

Sara Al-Mulla

Team leader

Asmahan Al-Kuwari

Team Mentor

Dr. Haitham Abu-Rub

Dr. Shady Khalil

Aggie Code of Honor: "An Aggie does not lie, cheat or steal or tolerate those who do."

Team mission:

The main mission of the team is to achieve the project goals in a friendly, smooth, and effective way. To work in a collegial way and present a good example of very successful team work. The main goals of the project are summarized as the following:

- To simulate the 800MW PV system which will be deployed in Qatar and connected to the grid
- To study the negative impacts of this system on Qatar's distribution grid (eg. on voltage, frequency, and power quality)
- To suggest proper solution for the studied impact
- Present an exquisite model of our project.

Furthermore

- Our mission is to hopefully win first place in best senior design project.
- We hope that our project will be a huge contribution to KAHRAMAA and our society.
- We all have a common dream and that is to make an impact while still being students, and this is a unique chance for us to succeed and make a difference.

Roles and Responsibilities:

- Asmahan (Leader): Responsible for maintaining the teams' work progress; keeping up with deadlines, working cooperatively and respectfully with one another, resolving their conflicts and pushing everyone to do their best when they need it. **Technical Role:** Modeling of PV plant.
- Sara (Vice-Leader): Responsible for time management, tracking meeting minutes and schedule group meetings. **Technical Role:** Modeling the grid.
- Hissa (Software specialist): Responsible for testing codes, detecting errors and designing the presentation slides and videos. **Technical Role:** Integration and testing.

Meeting Guidelines:




- Meetings must be held at least twice a week between team members and whenever it is essential to discuss an urgent matter.
- We will conduct weekly meetings with our mentors to discuss our updates. Additionally, meetings will be requested when required.
- All types of meetings are mandatory to be attended unless any of the team members has a valid reason not to attend.
- In case a member was unable to join a meeting for any circumstances, she should notify the leader and other team members at least a day earlier.
- Every week we will choose a member to take the responsibility of recording the meeting minutes.

Conflict Resolution:


- Ensuring equal responsibility; the workload will be split equally between team members.

- Any concerns must be reported to the team leader; if the team leader was unable to resolve the problem, the mentor is the person to reach out to for help.
- Conflicts must be resolved within the team. If a member fails to cooperate, the mentor will be informed about the situation.
- Respect and honesty are always key to maintaining a healthy relationship between the team members.
- To avoid late work, early deadlines will be set for each assignment before the real deadline.
- To be open-minded to others' ideas and opinions.
- Avoid underestimating the potential of other team members.
- If for any circumstances a team member is not able to finish her tasks on the agreed time, the other team members must be notified beforehand.

I have understood and agreed on all the terms and conditions in this contract.

Name	Signature	Date
Asmahan Al-Kuwari		September 13,2020
Hissa Al-Darwish		September 13,2020
Sara Al-Mulla		September 13,2020

We approve the team working agreement

Name	Signature	Date
1. Dr. Haitham Abu-Rub		September 12, 2020
2. Dr. Shady Khalil	