Quality Manual

Engineering Systems – TEC 2012/2013

v1.0

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G2A Noise Protection Server

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1. INTRODUCTION

This quality manual was produced in the context of a team work project for the course: Engineering Systems of the 5th year of the Integrated Masters Degree in Electric and Computers Engineering.

The goal of this manual is to define the rules of internal operation of the team, so that we can be more organized, achieve better results and that we could work in a healthy and organized environment.

Each team member has the duty to enforce all rules contained in this document that was made democratically by all members.

This document can suffer changes if it's better for the final result and good functioning of the team.

2. TEAM ORGANIZATION

The team is formed by 5 elements of the Engineering Faculty of Oporto University, students of the Integrated Masters Degree in Electric and Computers Engineering - branch of Telecommunications.

Each team member has a position in the team and shall perform the duties and obligations inherent to his position that will be explained further.

2.1 POSITIONS

- Leader: Bruno Silva
- Vice-leader: Romano Torres
- Documents manager: Joana Fonseca
- Site manager: João Brito
- Proof readers: Henrique Martins and Romano Torres

2.2 DUTIES AND OBLIGATIONS

Leader
- Realization of fortnightly reports together with the documents manager.
- Get in contact with the teachers.
- Conduct all the meetings.

Vice-leader:
- Produce the meetings reports.
- Replaces the leader when he is not present
- Develop the call meetings.

Documents Manager
- Realization of fortnightly reports together with the leader.
- Produce all the documents to validate.

Site Manager:
- Produce the to-do list.
- Responsible for placing the documents in the site.
- Responsible for all the management of the site.

Proof Readers:
- Review all documents correcting possible errors.
- Validate all the documents.

3. ADOPTED RULES

3.1 MEETINGS

• Two meetings will be performed per week: Monday at 14h and Wednesday at 14h. In extraordinary situations meetings may be called outside the dates previously stipulated.

• Meeting Calls must be published on the website of the team until 48 hours before the meeting by the Vice-leader. Respective agenda must be indicated. Expected duration of the meeting must be present in the preceding meeting call.

• All decisions should be made democratically. All points of view should be analyzed prior to decision making.

• The scheduled start time of the meeting will have a tolerance of 10minutes.

• If one of the team members cannot be present in the meeting, he shall warn the Leader in advance.

• The meeting should not exceed 50% of the planned duration.

• The Meeting Record should be published on the site until 24 hours after the meeting, following the template provided.

3.2 PERIODIC REPORTS

• Realization of fortnightly reports exposing the work done during this period. The reports will be made by the documents manager together with the leader.

3.3 REGISTRATION AND CONTROL OF THE TEAM

• Each element has the obligation of putting himself on track of the documentation, the updates made to the website and the development made in the project by other elements.

• In case of difficulty in performing any task assigned, which can lead to failure or delay in the conclusion of the task, the element in question must report in time to the leader the situation so that measures can be taken.

• The unjustified infringements to the assigned task will not be accepted and the situation will be analyzed in the group meeting where measures to be taken will be defined.

3.4 TASK DISTRIBUTION RULES

• The deadline and number of hours to allocate for each task is discussed in group.

• Any task validated must appear in the To Do List, within a maximum period of 8h.

4. TOOLS

4.1 EDITION, ARCHIVING AND CONTROL OF WRITTEN DOCUMENTS

• All written documents created by the team should follow the template and be compatible with text editing software Word - Microsoft Office 2007 or 2010.

• All documents must have "Document Name", version, date, who produced and who validated the document.

• All documents must be produced in the font "Calibri" size 11. Titles should be in the size 14 and subtitles in the size 12.

• All final drafts must be converted to pdf format.

• The production of the documents is subjected to validation. After validation, documents should be placed on the team site.

4.2 MANAGEMENT OF COMMUNICATION AND INTERACTION INSIDE THE TEAM

• Communication between the team will be ensured through the application "https://redmine.fe.up.pt/projects/", sms and email.

4.3 SOFTWARE

• Text Editing: Word - Microsoft Office 2007 or 2010

5. INTERNAL EVALUATION

• A monthly meeting should be scheduled in order to do the auto and hetero-evaluation of the group elements.

• The following evaluation criteria for the meetings in question are established as:

- Punctuality and Attendance: 10%
- Punctuality in fulfilling the tasks: 15%
- Commitment: 20%
- Team Work: 30%
- Quality and richness of content: 25%

6. ATTACHMENTS

In this part of the Quality Manual we have the templates of the Meeting Record, Meeting Calls, Documents and Periodic Reports.

x Meeting Record

Date: Inicial time: Final time:	Place: Reporters:

1. Attendance list

Name	Attendance
Bruno Filipe Guedes da Silva	
Henrique Rodrigues de Castro Mendes Martins	
Joana Cristina Lopes da Fonseca	
João Guilherme Pinto Pedreira de Brito	
Romano Jorge de Sousa Torres	

2. Tasks

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3. Decisions taken

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Meeting Call x

Date:	Place:
Inicial time:	**Final time:**

1. Agenda

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2. Previous Preparation

Tasks

. Task 1

. Task 2

3. Attachments

. Document 1

. Document 2

Periodic Report x

Date:
Author:
Teacher:

"The report should be written here"

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