E#5 SAE Baja Car DAQ

Code of Conduct

FAMU-FSU College of Engineering Senior Design 2014-2015

Mission

The SAE DAQ senior design group is dedicated to actively maintaining a positive and professional working atmosphere. We strive to maintain high standards and a strong work ethic that will result in creating a high quality product.

Communication

For quick messages the group will utilize the GroupMe app which will send messages to all mobile devices. When working on reports, the group will use Google docs for its real time editing functionality. All reports will be stored in an area that is accessible to all.

When coordinating schedules, the group will consult the schedule timesheet created in the first week of the class. When handling time conflicts, the group should be open to meeting during non-business hours (evenings/weekends). As a last resort, the group will consider working remotely to get priority assignments done.

Group Responsibilities

Project Manager:

- Ensures deadlines are met
- Maintains communication with team members
- Actively monitors and encourages project progress

Data Coordinator:

- Keeps meeting minutes
- Maintains an organized report archive
- Collects and organizes data from the DAQ prototype

Financial Manager:

- Keeps inventory of project parts
- Maintains project budget
- Requests parts from ECE department
- Writes and delivers sponsorship requests

DAQ Leader:

- Maintains regular communication with SAE Baja team
- Assists Financial Manager with sponsorship requests
- Organizes the overall design of the DAQ system
- Integrates DAQ into Baja vehicle
- Coordinates project tasks

Initial Team Roles:

Project Manager – Christopher Riker

Data Coordinator – Tyler Dudley

Financial Manager – Dewey Williams

DAQ Leader – Hebe Perez

Expectations

For deliverables, team members will be in charge of working on their respective sections with the project manager ensuring a consistent flow of the report writing style. The project Manager will have final say in what goes in the report.

Team members are also required to attend all meeting with the advisor and internal team meetings. If a member cannot attend a meeting, the member must provide a legitimate reason as soon as possible.

Team members are expected to utilize time management skills to complete tasks before a deadline to allow time to review the work done.

Dress Code

The members will dress casually for internal team meetings. Dress for meetings with the project advisor will be decided on a case-by-case basis. For presentations, the team will dress business casual.

Decision Making/Conflict Resolution

The group will try to maintain a consensus when making decisions. When a consensus cannot be made the group will attempt to come up with a compromise. If a compromise cannot be reached, the decision will be made based on a majority vote.

The group will always address the concerns of the individual members. If there is a conflict between members, an additional impartial member will be involved to mediate disputes. In the event of a group wide conflict, a faculty member will be consulted.

Accountability

If a team member violates the code of conduct, they should outwardly explain their reasons for the particular violation, and as a group we will discuss solutions for that team member so that the project progress can resume.

Team Dynamics

The team will observe the utmost respect for the individual members of the group. There will be zero tolerance for physical violence, verbal harassment, or bullying of any kind. If a team member has a concern about the team dynamic, they should bring it to the attention of the other members for problem resolution. Emotions should not be a part of any team decisions.

Ethics

The group will follow IEEE and ABET ethical standards as well as general moral principles such as handling the budget in a responsible manner, ensuring the safety of the end product, and respecting honor code policies of both universities.

Statement of Understanding
By signing this document, the members of the E#5 team agree to abide by the code of conduct outlined above.

Name   Signature   Date

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