Code of Conduct

1) All group members should have a "can do" attitude.
   a. However, if everything falls apart at the last minute, then another attitude can be accepted.
2) All group members are required to act respectful and courteously to other group members, teachers, and business consultants.
   a. Act with integrity towards other's beliefs, customs, and ideals.
3) Group members should encourage each other and be optimistic about other's ideas.
   a. However, sarcasm and witty comments are expected for team building.
   b. If or when tension is built between a couple or all members of the team, the team will meet together to resolve the conflict and if necessary, the group will have a faculty advisor as a mediator to help resolve the issues.
4) Group members should never act demeaning or negative toward anyone or anyone's ideas.
   a. Unexpected outbursts and yelling, if needed, can be acceptable.
   b. The notion of "parley" is also allowed in such situations.
5) Everyone is to be on time to all group meetings.
   a. If the person is more than ten minutes late, tardiness will be annotated.
   b. If the group member cannot be on time due to traffic, sickness, unexpected occurrences, etc., immediate notification of the rest of the team is mandatory.
   c. If a group member is unable to attend the meeting, a two day notice is requested.
6) Meetings will be held at least once a week depending on member's schedules and the amount of work to be done.
   a. Weekly meetings will be scheduled at least two days prior to the meeting.
   b. Spontaneous meetings will also be scheduled but the attendance terms are more lenient.
   c. If travel is necessary for research on the project, all group members are encouraged but not required to make the trip. However, a minimum of two members is required.
7) The best means of contact other than face to face or over the phone conversation is by email.
   a. Group members should check their email at least once a day and are encouraged to check more often, especially in "crunch" time.

8) Any squabbles that arise between group members that cannot be addressed and resolved between group members should consult the faculty advisor or dean in order to maintain team moral and solve issues.

    a. If a group member does not wish to address the conflicting group member, the group member should consult with the faculty advisor or dean.

9) Everyone is expected to maintain confidentiality and avoid conflicts of interest.

10) Common engineering ethics should be practiced by all group members at all times and especially during both design and communication.

11) Any design or alterations to design must be agreed upon by a four out of five majority.

12) Group and personal work is expected to be completed and submitted on time.

    a. If work is unable to be completed upon schedule, notification to the group is mandatory.

13) During presentations and in person meetings with the sponsor clientele, professional business attire is expected.

    a. Shorts, hats, and t-shirts are not expectable.

    b. Suits or dress shirt and tie are preferred.

14) Team members should hold paramount the safety and health of other teammates, the public, and the environment.

15) If, but some unlikely chance, something goes wrong, blame goes to the person wearing the brightest color shirt.

    a. If everyone is wearing a semi-dark color shirt, then blame goes to the person wearing the darkest color pants or shorts.

16) Our team motto is: If it does not work, we'll make it work.

17) Any additional codes or alterations to the Code of Conduct can be added at any time as long as four out of five members of the group agree upon the new terms.

Signing below means an accordance to and understanding of the Code of Conduct.

Group Members:

	Signatures:	Date:
Quennan Davis	_____	_____
Marshall Goerg	_____	_____
Joshua Hogue	_____	_____
Michael Priebe	_____	_____
Chris Schultz	_____	_____