

Code of Conduct

The FAMU – FSU College of Engineering

NASA Exploration Systems Mission Directorate

Lunar Regolith Excavator Competition Team

James Dickson
Anthony Gantt
Christopher Loftis
Jeremy Nagorka

Jennifer Schrage
Nicholas Stroupe
Lindsey A. Williams

Faculty Advisor

Dr. Jonathan Clark

Mission Statement

The team will provide a friendly, educational, and professional environment that will respect all group members and will give due consideration to all ideas. No ridicule, embarrassment, or hostility will be shown to any team member at any time for any reason. All ideas will be considered good ideas until otherwise disproven. The team is committed to the principles outlined in the NASA funding proposal, submitted August 2009. These principles include community outreach, documentation, professionalism, and a commitment to compete in the NASA Lunar Regolith Student Competition in May 2010.

Communication

The primary form of communication will be via email as necessary. Team voting, meeting times, and deliverable reviews may be transmitted via email for group consideration. Other acceptable forms of communication will include phone calls, texting, and/or facebook. Meeting

times will be posted to the team website for easy reference as well as appropriate team materials that do not put proprietary information in the public sector.

Meeting times

As of now team members will meet every Wednesday in A212 at 2pm. As the year progresses the meetings will be expanded to incorporate Monday, Wednesday, and Friday. Other meeting times may be mandated by the group as needed. Meeting times will be set in advance and team members will be given due time to plan. Exceptions made for emergency, last minute meetings.

Decision Making

Team decisions will be made by all members of the group. Votes will be made when necessary, and for members in absentia votes may be cast via telephone or email. Decisions will be made upon the best available data and facts; decisions will not be made based upon guesses or conjectures. The decision process will follow sound engineering principles. All financial matters will be agreed upon by group members

Deliverables

For each deliverable there will be a designated deliverable leader. The deliverable leader will rotate through each team member so that every member of the team serves in this position.

Task Assignment

Tasks will be assigned within the group during team meetings based upon:

1. Personal preference for assignment
2. Workload of team members
3. Team delegation consensus

Team Dynamics

The team will work as a cohesive, supportive, professional group in all matters pertaining to the project or outreach programs. Members will not ridicule, embarrass, show hostility or

otherwise be confrontational with other members. The team will work respectfully and professionally in all matters.

Disciplinary

The following items will be disciplined by outlined actions:

- a. Missing meetings / outreach without at least twenty-four hours notice
- b. Missing team / project deadlines
- c. Missing presentations or practice for presentations
- d. Displaying un-professional behavior within the group or during presentations / outreach

Any of these items can be disciplined through a progression of items:

- 1. Team member given warning
- 2. Team member is required to bring food for all members at next team meeting
- 3. Team meeting to assess and correct problems
- 4. Team member is assigned one extra session of outreach presentations
- 5. Team member contributes \$20 to project fund for first monetary reprimand, \$50 for second monetary reprimand
- 6. Advisor intervention

Conflict Resolution

Conflict resolution will be handled through the progression of items listed:

- a. Communicate ideas
- b. Group vote
- c. Advisor intervention

Commitment

We, as a team, shall abide by this code of conduct in all things pertaining to this project.

James Dickson

Anthony Gantt

Christopher Loftis

Jeremy Nagorka

Jennifer Schrage

Nicholas Stroupe

Lindsey A. Williams
