

# Code of Conduct

## Group 10: SAE Aero Design

9/12/2011

Dimitrios Arnaoutis  
Alessandro Cuomo  
Gustavo Krupa  
Jordan Taligoski  
David Williams



## **Mission Statement**

The team will provide a professional and respectful work environment where all ideas and suggestions are welcome. Those involved with the project will do all they can to create and maintain this environment while also trying to allot an equal amount of time and effort to the completion of the project.

## **Communication**

Communication will be done through email and phone as necessary. Everyone will provide a working email and phone number. All members are required to respond whenever a meeting is set or a decision needs to be made.

Along with phone and email communication, members of the group that are currently situated in Brazil will collaborate and actively participate with the local group via services such as Google Groups, video conferencing and the group website on the C.O.E. web server.

## **Ethics**

Team members are required to be cognizant of the NSPE Engineering Code of Ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be a stringent following of the NSPE Engineering Code of Ethics.

## **Dress Code**

Team meetings will be held in casual attire. Sponsor meetings and group presentations will be business casual to formal as decided by the team per occasion.

## **Group Dynamics**

Group members will be assigned tasks at each individual group meeting. Depending on the difficulty and length of a task, a deadline will be assigned for said task. The outcomes of tasks are to be discussed at the first team meeting after their deadline has passed. If a team member encounters a problem with the task they have been assigned, they are at will to seek help from their group members through the online discussion board, email, or phone. However, this is not an excuse to be late on a task deadline.

## **Discipline**

Behavior qualifying for discipline includes: unexcused absences from meetings, disrespectful communication between members, failure to complete tasks on time, and failure to give what is deemed an 'honest effort' to all work put into the group.

All issues will be solved internally amongst the group's members. If for any reason a solution cannot be decided upon, an advisor will be introduced to resolve an issue.

## **We, as a team, agree to the terms listed in this code of conduct.**

Dimitrios Arnaoutis	_____D.A._____	Date____09/12/11____
Alessandro Cuomo	_____A.C._____	Date____09/12/11____
Gustavo Krupa	_____G.K._____	Date____09/12/11____
Jordan Taligoski	_____J.T._____	Date____09/12/11____
David Williams	_____D.W._____	Date____09/12/11____