

Code of Conduct

Project 8

[AWQuSam]

Objective

The code set forth by all members of Project 8 covers all aspects of conduct and appropriate behavior throughout the development of the project. It promotes healthy professional relationships that uphold the highest of morals and ethics.

Communication

Communication is an essential part of the outcome of the project. It is very important that all the team members are able to contact each other in a transparent and honest fashion. This goes for communicating meeting times and logistics as well as brainstorming during one on one face to face meetings. The most important type of communication between team members should be face to face however when this is not possible, cell phones, email and other types of media can be very helpful.

Another key part to help out in the overall communication of the team would be the team project website in which all members have access to 24/7 and will have a chance to interact with each other.

Decision Making

Because this is a team project our decisions should be made as a team whenever possible. All ideas should be taken into consideration and thoroughly thought out. Every one's input is very important and encouraged.

The advisor is also a very useful resource that will be used for feedback and suggestions. He or she will often deliberate on the validity of an idea.

Our decision making would go through a rigorous selection process as follows:

- (i) Defining the problem
- (ii) Rigorous research
- (iii) Brainstorm/formulate ideas
- (iv) Testing prototype design
- (v) Selection process (decision matrix)
- (vi) Finalize design*

*If there would be an issue or constraint on finalized design, group would need to go back to step (iv).

All team members are expected to participate in every step of the decision making

process so as to move swiftly and without conflict. In the event of problem, the team should contact the adviser for feedback and guidance.

Roles

Teamwork and efficient project management requires for a group to be organized and that all team members have concrete roles to fulfill. Considering the size of the group [two team members] multiple roles will be assigned to the same person.

Group Leader – The group leader is chosen to be the most experienced engineer in the group. His task is to set up meeting and notify the other group members. He will also oversee every aspect of the project. He is expected to be fair and balanced as well as a motivational figure in the project.

Secretary – Secretary is in charge of documenting the group's meeting and all actions. The secretary is to be briefed on every documentation in the project.

Treasurer – The treasurer is responsible for the group's financial needs. He is expected to be transparent and honest. All purchases will be approved by the treasurer and all forms will be completed by the treasurer to help alleviate any confusion and over spending. His job also includes communicating to all team members every financial transaction done on the group's behalf.

Business Administrator – He will be in charge of the group's relationship with its sponsor. It is important that he represents the voice of the entire group and his relationship with the sponsor should be the most professional. His job is also to understand specifically the needs of the sponsor and communicate those to the group.

Brad Wells– Group Leader
Triesha Fagan- Secretary
Steven Golemme – Treasurer
Carlos Sanchez - Business Administrator

All members are expected to fulfill their duties adequately, if not they should be removed from their roles by the other team members in the benefit of the project.

Deliverables

All the deliverables are to be worked on together as a team. During the presentations each team member should be responsible for their part of the presentation.

To maintain professionalism, members should stick to the same dress code as one would wear at a semi formal event. Team members should be well presented and courteous.

Meetings

All members will be required to attend all meetings set forth by the group leader unless they have a valid excuse. In that case it will be his/her job to catch and to contact the secretary on the issue discussed during the meeting. If necessary he/should arrange a makeup meeting. All members will be notified of all meetings 24 hours before the meeting date. All members must be present and on time, frequent absences and or tardiness will result in disciplinary action and will ultimately result in a loss of points. Members are required to stay for the duration of the meeting or until all items on the agenda have been addressed.

Conflict Resolution

We expect all members to be able to work as a team and have an open mind to the ideas of others. Serious conflicts are highly discouraged. In the event that one would occur, the team should try to resolve the issue among them in a respectful manner. If this is not effective then the mediation of one of the advisors may be necessary.

Ethics

All of the team members are expected to show respect towards one another and behave within the highest code of honor as collegiate student and future engineers. The project should follow the strict guidelines of the A.S.M.E Code of Ethics.

Statement of Understanding

By signing this document the members of Project 8 agree to all of the above and will abide by the code of conduct set forth by the group.

Name (Please Print)

Signature

Date

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