

Group 5 Code of Conduct

The code of conduct is a set of guidelines for the purpose of describing each member's responsibilities and demeanor. The rules and regulations set forth in this code of conduct are expected to be followed by each group member. It is understood that each member of the group should pull his or her own weight as to uphold and maintain the group's work ethic.

Roles and Responsibilities

The responsibilities assigned to each group member are to be carried out in a professional manner. The following roles have been agreed upon by all group members. Should a disagreement arise within the group, a group meeting will be held to discuss the issue at hand.

Team Leader/Team Organizer

The role of the leader/organizer is to maintain regular communication with all group members and ensuring that each group member is aware of all meeting times. No meetings shall be scheduled less than 24 hours in advance. This person is responsible for dividing the workload fairly and ensuring that each deliverable is finished and turned in on time. This person will be in charge of maintaining a master folder of all material pertaining to the project. The master folder is to include but not limited to the following: schedules, budgets, email logs, receipts, drawings, deliverables, etc.

Treasurer/Web Organizer

The role of the treasurer is to track all financial expenditures. It is the role of this person to maintain a budget and ensure the team stays within that budget. This person is responsible for ordering all parts and materials. It is also the responsibility of this person to develop a website and ensure that it is updated properly and in a timely manner.

Secretary/Liaison

The role of the secretary is to take meeting minutes and keep a log of all work times. It is the responsibility of this person to be in contact with the group sponsor from Harris Corporation and to inform him of the progress made on the project. It is important to keep the sponsor informed of updates or changes made during meetings in order to ensure that our project is kept within customer specifications.

Meetings

It is expected that all meetings are held in a professional and supporting environment. Each group member is expected to be at every meeting. If unable to make a meeting time, the other group members must be told no less than 24 hours in advance. All group members can be contacted through email, phone call, or text and must respond in a timely manner. Frequent absences or excessive tardiness to meetings will result in loss of points from group evaluations.

Deliverables

Each deliverable will be completed as a team at least 24 hours before the due date. This will allow adequate time for each member in the group to review and revise the deliverable.

Statement of Agreement

By signing below, the members of group 5 agree to uphold the rules and regulations set forth by this code of conduct.

<u>Role</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>Team Leader/Organizer</u>	<u>Noah Nichols</u>	<u>Noah Nichols</u>	<u>9/2</u>
<u>Treasurer/Webmaster</u>	<u>Chris Rudolf</u>	<u>Chris Rudolf</u>	<u>9/23/11</u>
<u>Secretary/Liaison</u>	<u>AUDREY WRIGHT</u>	<u>Audrey Wright</u>	<u>9/27/11</u>