

Team 6: FAMU-FSU College of Engineering

# Code of Conduct

Guidelines for Responsibilities and Problem Resolution

Patten, Thomas  
Saunders, Ashley  
Slingsby, Cory

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## Introduction

The Code of Conduct contained herein is established by and for the members of Team 6 and will be used as a guideline to the tasks and responsibilities assumed by each member. For any problems that arise over the course of this project, members will refer to this Code of Conduct to come to a conclusion.

## Collaborative Decision Making

Team members will work together in all decision making throughout the project in hopes to communally reach a resolution together. In the case that a single agreement cannot be reached among members, each member will individually hold a main role corresponding to a particular range over the project. If a decision cannot be made collaboratively, the leader of the particular field into which the discrepancy falls into will be the voice of reason. These individual roles are categorized into Technical, Financial and Relational Leadership positions and are further explained in the Roles section of this Code of Conduct.

## Communication

Each member is responsible to report to the other team members in a reasonable and timely manner in any matters concerning the project. Each member will provide the other two with a working telephone number and/or email address at which they can be reached. If at any point in time said telephone number and/or email address is no longer valid, it is the responsibility of that member to provide the other members with up-to-date information.

Meetings will be scheduled on an as needed basis. If at any point in time a team member can no longer meet up at the time previously specified, it is that member's responsibility to notify the other members and figure an alternative meeting time or place.

## Roles

### Technical Lead:

The technical lead is in charge of organizing and managing the work and time for design. They will be responsible for setting up meeting times and checkpoints to check on the status of the project throughout. Any discrepancies that pertain to meeting times or delegated tasks will be left up to the technical lead if a sound decision cannot be made by the team as a whole.

### Financial Lead:

The financial lead is in charge of managing the funds involved in the project. They will keep the numbers in order and up-to-date at all times. They are responsible for notifying the other members of the financial status of the project as well as maintaining the financial interest

of the team throughout the project. Any discrepancies that pertain to financial decisions will be left up to the financial lead if a sound decision cannot be made by the team as a whole.

**Relational Lead:**

The relational lead is in charge of maintaining public relations. They will also be the head leader in the decision making pertaining to presentation media, including but not limited to webpages, presentations, and posters. If someone outside of the team needs to be consulted regarding the project, the relational lead is responsible for ensuring said person is contacted.

**Acknowledgment**

By signing below, the members of Team 6 demonstrate their understanding of, and commitment to abide by the guidelines put forth in this Code of Conduct.

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Patten, Thomas

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Date

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Saunders, Ashley

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Date

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Slingsby, Cory

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Date