

Code of Conduct

EML 4551C – Senior Design– Fall 2012 Deliverable
Team 10 – CISCOR Autonomous Ground Vehicle

Team Members:

Donald Alex
Tye Buckley
Richard Komives
Cesar Mize

Department of Mechanical Engineering, Florida State University, Tallahassee, FL
Project Advisors

Dr. Chiang Shih
Department of Mechanical Engineering

Dr. Kamal Amin
Department of Mechanical Engineering

Reviewed by Advisor(s):

Dr. Oscar Chuy

Code of Conduct

Philosophy

The overall effectiveness of a team is determined by the member's productivity and determination to succeed in whatever task is at hand; regardless of how minute or large the task may be. The following Code of Conduct will outline each member's duties, responsibilities, and standards to be followed throughout the year from September 2012 to May 2013. The project will be "CISCOR Autonomous Ground Vehicle".

Responsibilities

Team Leader – Cesar Mize

The team leader will be responsible for overseeing daily operation of the team. The team leader will be fair and impartial with regards to allocation of tasks to group members. The team leader will see to that deadlines are met and that all material for deadlines is complete and to the highest standards. Further, the team leader will be responsible for securing all purchased material and ensuring that it is all in working order. In the unlikely absence of the team leader, the secretary will assume the temporary role of the team leader as well as all secretarial duties.

Furthermore the team leader will also serve as the Sponsor Liaison and Meeting Coordinator. The team leader will be responsible for coordinating meeting times with the group, the sponsor Dr. Oscar Chuy, and the course advisor Dr. Kamal Amin. The team leader will also be responsible with ensuring a proper line of communication with all pertinent parties which include the sponsor company Center for Intelligent Systems, Control, and Robotics (CISCOR).

Team Treasurer – Donald Allex

The team treasurer will be responsible for keeping all financial records pertaining to the project. The treasurer will also be responsible for identifying items that need to be procured from input by the group and then researching all procurement options to determine the timeliest and cost efficient procurement methods. The treasurer will also research possible alternate materials that will be less expensive or easier to obtain. The treasurer will present their findings to the group for final approval before any large purchases or purchases of alternate materials are made.

Safety Supervisor – Donald Allex

The safety coordinator will ensure the safety of the project members during the construction and the operation of the vehicle. The safety coordinator will also ensure that non-group members are not endangered during the operation of the vehicle.

Team Secretary – Tye Buckley

The secretary will be responsible for directing the flow of the meetings. They will be in charge of keeping the team on track with the schedule. Directing the meetings will include but not be limited to: what has been accomplished to the current date, what topics were covered in meetings, and what will be discussed in the meetings to come. Other duties will include keeping track of all designs, their modifications, and any other work relative to the project. The secretary will also keep detailed meeting minutes.

Web Master - Richard Komives

The web master will be responsible for using current website building software to create and maintain a website that includes all relevant information from the project. The web master will also be responsible for communicating with all group members in determining what information will be included in the website and also transcribing all individual work that is relevant onto the website. The website created will be clean, concise, and easy to maneuver through. The web master will seek approval from the group before uploading anything onto the website.

Decision Making

The decision making process will be as followed:

- All decisions will be made unanimously in a professional, timely manner.
- Team members will be expected to be prepared with the sufficient information and knowledge to make a decision.
- All decisions will be made after each team member has had the opportunity to present his opinions and input
- All team member input will be equally taking into consideration.
- The group will utilize all advisors to come to a conclusion.
- Pro/con will be utilized in decision making.

Terms of Agreement

By signing below I agree to follow these guidelines through the course of the project

Cesar Mize

Date:

Donald Alex

Date:

Tye Buckley

Date:

Richard Komives

Date: