

Code of Conduct

EML4551-C Senior Design, Fall 2012, Deliverable

Group # 16 (G16)

Jordan Benezra, Lee Becker, Will Watts, and Terry Thomas

Philosophy:

Do all that is necessary in order to place in the top 1% of 100 teams.

Responsibilities:

Team Leader – Jordan Benezra

- *Submitting team deliverables to instructor/evaluator*
- *Delegation of work equally and fairly to team members*
- Timeline Management (AIAA)
- Head of communication with sponsor (AIAA)
- Underclassmen coordination and delegation (AIAA)

Team Publisher – Lee F. Becker

- *Deliverable overseer*
- *Website Manager/Webmaster*

Team Treasurer – Will S. Watts

- *Budget management*
- *Purchasing coordinator*

Meeting Coordinator – Terry Thomas

- *Arranging meetings or taking requests for meetings by other team members*
- *Responsible for contacting all group members before all meetings*

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Responsibilities in italics are those which can be used to evaluate group members at end of semester

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Meetings:

Meeting arrangements-

Meetings will be announced by email or by text from the meeting coordinator. If text messaging is the chosen method, some form of feedback is required in order to take the place of an email. If no form of feedback is returned, an email is all that is necessary. General G16 team meetings will be conducted as an open-forum for the communication of ideas and design concepts

Meeting attendance-

All G16 members will attend all meetings punctually. Absences must be excused either by consensus of all other group members, or by Dr. Amin or Dr. Shih. G16 members are responsible for all information that is distributed during any official meeting. Catching up is the responsibility of the individual, not the burden of the group.

Decision making:

All decisions should be unanimous by all four G16 members. In the event of a time constraint, an absent member(s) or other extenuating circumstance, a vote may be taken with at least two G16 members and the project manager. All G16 members will be given an opportunity to make their case and all G16 members will respectfully hear that case, before casting a final vote. In the event of a stalemate, the group leader will confer with the faculty advisor in order to reach an acceptable solution.

Presentations:

Presentation meetings-

Presentations will be preceded by a dedicated meeting which will decide how the presentation will be conducted. G16 will be fully prepared to deliver a presentation that has been announced more than 24 hours prior. All presentations will be designed bearing the emblem(s) of our colleges, competition, organization, and sponsors.

Presentation appearance-

Official presentations will be performed in a strictly professional manner. Appropriate attire, appearance and conduct are expected during official presentations.

Intellectual Property:

Due to the nature of team work, if one team member develops a concept that he would like to own individually, the team must be notified immediately that he plans to take such steps separately, in order for him fully acquire those intellectual property rights. If another team member objects or feels that they are also part owner of those rights, the entire team must meet to discuss the matter. A majority vote will decide final property rights. No idea is too valuable for this project. If an idea can truthfully be credited to one member, then all members do agree to admit and reserve said credit to that individual.

Systems Delegation:

Aircraft design facets will be divided into systems focus groups. Each group member will lead at least one of the focus efforts for these systems. Each of these groups is not necessarily responsible for making final decisions with respect to the design; however, these groups are responsible for providing research to the rest of the group in the area assigned to them. This research is left to the group's leader and project manager's discretion. For example, if wind tunnel testing is available, try to schedule faculty help with a wind tunnel. If 3-D modeling is what is necessary, the senior in charge must overlook the effort. If book research is required, all findings must be first reported to the team leader.

Underclassmen Coordination:

Underclassmen will be divided groups led by upperclassmen. These groups will be led exclusively by G16 members. The team leader will draft a breakdown of teams and systems, which will be reviewed and subject to approval by the project manager. The systems focus groups will consist of at least one member of G16, and between 1 to 4 underclassmen. Attendance and performance of these underclassmen will be monitored by the system team leader. All points of contention with underclassmen will be handled professionally and objectively. Any problems or points of contention cannot be resolved by discussing them with the individual, the group leader is to bring it to the attention of the G16 project manager for resolution. Credit for work on this project will only be earned by the approval and consensus of other group members.

Competition agreement:

All G16 members agree to attend the Student Design Build Fly Competition hosted by Cessna Aircraft Company and Raytheon Missile Systems in Tucson, Arizona, on the weekend of April 19-21, 2013. All G16 members will be versed in competition rules prior to arrival. All G16 members will behave in manner that is consistent with a positive representation of his/her school (FAMU-FSU College of Engineering), Organization (American Institute of Aeronautics and Astronautics), and sponsors (TBD), and to behave at the highest professional level during the competition. All group members and participants must be an active member of AIAA both on the national site, and in the FAMU-FSU COE chapter.

Terms of agreement:

By signing below, I agree to follow the all above guidelines throughout the course of the project. I understand that as a member of this group, I agree to act responsibly and to contribute diligently to the effort of this group. I understand that Dr. Amin, Dr. Shih, Dr. Alvi, and fellow group members will take this agreement into consideration when evaluating my participation and effort.

Lee Becker: _____
Webmaster and team publisher **Date**

Will Watts: _____
Budget manager and team treasurer **Date**

Terry Thomas: _____
Meeting coordinator **Date**

Jordan Benezra: _____
Project manager and team leader **Date**