

Code of Conduct

Team #21, Project Robosub

Group Members: Santiago Franco, Darryl McGowan, Kyle Miller, Sondra Miller, Gregory Robertson, Stuart Royal, Alex Smith

Signatures:

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A. Mission Statement

- Participate in the 2013 AUVSI Robosub competition
- Modify existing sub to comply with all guidelines of AUVSI competition
- Have fun

B. Communication within Group

- Email: sent to whole group every time, with “Robosub” in the subject
- Phone numbers
- Post all work on Blackboard/Dropbox
- In-group deadlines are at midnight unless otherwise stated
- Personal emergencies are reasonable excuses for missing meetings (i.e. staying home for family, sicknesses, last minute conflicts IF INFREQUENT)
- In-group deadlines should be set with buffers; the assignments are anticipated to be completed 3 days to a week in advance of when they are needed
 - This should minimize the effect of emergency conflicts, etc.

C. Group Responsibilities

- *Treasurer*: Santiago
 - Responsible for keeping track of the team budget and expenditures - latest version should be posted in a place accessible to all team members, preferably Google Docs
 - Solely responsible for making and approving purchases
 - Create and maintain list of desired components or donations to request from sponsors
- *Secretary*: Lead – Sondra; Backup – Alex
 - Responsible for attending all meetings, and obtaining notes from other members on smaller “huddles” if they pertain to the project as a whole
 - Type up or otherwise post minutes to be available to all members and on website
- *Project Manager and Coordinator*: Kyle
 - Responsible for keeping team on track, first point of contact if intra-team problems arise
 - Responsible for breaking project down into manageable assignments to give to the team
 - Keep track of deadlines for department tasks and other tasks that may arise.
 - Make sure that all submissions are delivered on time
 - Point of contact for advisors, and so must stay abreast of general team progress
- *Webmaster*: Alex
 - Maintain back-end of team website
 - Provide team members with ways to edit and provide content to website as desired or necessary
 - Integrate team feedback as feasible
 - Ensure that website content is updated regularly for viewing by advisors
- *Lead Program Designer*: Darryl
 - Responsible for dictating all of the communication protocols between each component.
 - Responsible for programming the master controller that interfaces with all of the components.
 - Liaison between other teams and the programmers to ensure system compatibility

- It is preferred, but not required, that this person be intimately acquainted with the majority of the code, i.e. writing at least one component, knowledge of all languages used, etc.
- *Testing Engineer: Stuart*
 - Responsible for designing test course to check overall system operation in conditions similar to competition
 - Responsible for ensuring testing equipment is built to correct parameters
 - Confirm acceptable operation of Robosub components as they are built
- *Electrical Systems Lead: Alex*
 - Responsible for designing electrical system for maximum manageability and stability
 - First point of contact in group for electrical questions and concerns
 - Ensure that all components are able to operate correctly in the electrical system
- *Mechanical Systems Lead: Gregory*
 - Stay abreast of developments in mechanical systems
 - Liaison between mechanical group and other teams to ensure compatible designs
 - Approves mechanical designs if they are built
- *Publicity Lead: Darryl*
 - Responsible for organizing group liaisons with potential sponsors
 - Responsible for setting up ways for the group to raise project awareness and solicit funds
 - First point of contact for potential sponsors and other interested parties
- *Media Development: Alex*
 - Organizes media development in group
 - Approves media developed by group for use as publicity material
 - First point of contact for other media-related tasks that may arise
- **General Team Tasks:** In addition to the roles above, every member must be actively involved in at least one of the following capacities at all times:
 - Programming
 - CAD Design
 - Fluid Dynamical Design
 - Design and manufacture of practice course and test setups
 - Completion and review of required documentation
 - Other roles TBA upon more information
- **Dynamic**
 - More responsibilities may be created if needed
 - Team members may resign from their responsibilities if necessary and be replaced by other member(s) as agreed upon by the team. Resigning from a responsibility should not reflect badly on the member, unless it demonstrates a lack of commitment to the project.
 - If a member is not fulfilling their responsibility adequately, the team may elect to “fire” the member from that responsibility given a unanimous decision of the other members. The team must agree upon a way to account for the missing position. Being “fired” from a position is highly undesirable, and team members should resign from their position on their own if they cannot handle the tasks involved.

D. Deliverables: Division of Labor and Submission

- *Excerpted from Responsibilities: General Team Tasks:* In addition to the assigned roles, every member must be actively involved in at least one of the following capacities at all times:
 - Programming
 - CAD Design
 - Fluid Dynamical Design
 - Design and manufacture of practice course and test setups
 - Completion and review of required documentation
 - Other roles TBA upon more information
- Project Manager is responsible for turning in assignments or delegating this to other members
- Work will be divided up as necessary, primary by the Project Manager, and also by the members involved as necessary
- Members are to let the team know as far in advance as possible if they know or suspect they will not be able to make a deadline
- This section will be updated when we have more information about what will be submitted and what labor will be involved

E. Decision Making

- Consensus
- If a consensus cannot be reached, a vote (no abstentions, one vote per member) will be used

F. Conflict Resolution

- Talk to person involved first, if feasible
- Talk to other team members to help resolve disputes
- Bring up at group meeting if it cannot be resolved on a one-on-one basis
- Talk to Project Manager before seeking outside help
- First points of contact should be the team advisors
- If all of the above yields no recourse, the team may consider having the member cut from the team, but this decision must be made unanimously by the other members
 - If a formal means of organizing this discussion is necessary, one will be decided by consensus

G. Meeting Schedules

- Meet with advisors as follows:
 - Dr. Frank: All ECE, 1+ ME; every 2 weeks on Monday at 1pm (on group calendar)
 - Dr. Clark: His choice
 - Dr. Harvey: His choice
 - Dr. Amin: See ME requirements
- Full group meeting weekly: Friday 2-3pm
 - Dynamic meeting schedule; more meetings may be scheduled as needed
 - All of group is expected to attend unless a suitable excuse has been delivered with preferably 3 or more days' warning. Missed meetings should be documented in writing via email and on the calendar.

H. Team Dynamics

- Team decisions should be made by consensus
- The team expects to work in smaller units of 2-4 people most of the time

I. Ethics

- The previous years' Robosub documents will not be expanded upon by our team's reports; all submitted documents will be completely original
- Team members should cite all references which they determine as having information useful to the team
 - A group Mendeley account will be created to further this end by providing a framework and repository for tracking references
- Standard engineering ethics will apply whenever possible; the team will rectify other situations by consensus

J. The Code of Conduct as a Living Document

- This document is subject to change over the duration of the project, as deemed necessary by the team