

Code of Conduct

Project #17: Shuttle Valve

Group Members:

Ryan Laney –Team Leader

Billy Ernst – Team Webmaster

Samantha Zeidel – Team Treasurer

Sponsor:



Verdicorp Inc.

Robert Parsons

Faculty Advisor:

Dr. A. Krothapalli

Date Submitted:

Thursday, September 26, 2013



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Mission Statement

Team 17 is committed to demonstrating professionalism in all aspects of our senior project. This includes respecting and trusting all members of the team as we contribute the time and effort, individually and as a team, to accomplish all goals established by the project sponsor and present forth a resultant prototype that exhibits the maximum potential of the team.

Team Roles

Each team member has been selected to a specific role within the team and holds the following responsibilities:

- **Team Leader (Ryan Laney):** The main responsibility of the team leader is to manage the team and lead them on a successful time efficient path in order to complete all goals set forth by the project sponsor. The team leader must show respect and trust for all members of the team and promote a friendly work environment to maximize the potential that each team member brings to the team. They must keep the team organization and communication to its highest potential at all times. They are responsible for organizing all meetings with the team as well as the project sponsor.
- **Team Webmaster (Billy Ernst):** The team webmaster is in charge of maintaining the team's website. This includes constructing an appealing and professional website where all of the team's deliverables can be uploaded and presented to the public. After construction of the website the webmaster is in charge of maintaining the website.
- **Team Treasurer (Samantha Zeidel):** The team treasurer will be responsible for managing the financial budget allocated to the project. This includes keeping record of all purchases by the team. A team member must present his product or expenditure request to the team treasurer whom will then analyze and review the request before granting permission to the team or explaining an alternate solution.

All Team Members

- Show respect and trust for other members of the team.
- Promote a friendly work environment.
- Adopt the idea that a successful project requires teamwork.
- Listen and contribute constructive feedback on all ideas presented.

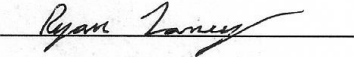

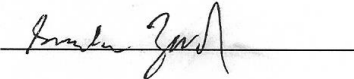
- Remain open-minded when analyzing other team member's ideas.
- Take responsibility for their work when it is delegated to them.
- Deliver expected results on tasks in a time-efficient manner.
- Show professionalism and integrity in their work.
- Abide by the NSPE Engineering Code of Ethics, holding them accountable to the public, the client, the employer, and the profession.
- Participate in all team meetings with the sponsor, adviser and instructor. Absences will not be tolerated.

Team Dynamics

- **Communication:** Team members are to contact each other via text messaging, phone call, and email, preferably in that order. Email should only be used amongst team members for presenting issues or information that is not time-sensitive. The team will use Dropbox for distribution of all information, i.e. files, presentation, resources. Communication between the team and the project sponsor will be handled by the team leader via email. Each team member shall be attached to every email to generate a paper trail between the team leader and the project sponsor.
- **Meetings:** Meetings between team members shall be held in casual attire. Meetings between the team and the project sponsor shall be held in business attire. Presentations by the team will be held in business to formal attire dependent on the event. All meetings are required and absences will not be tolerated.
- **Conflict Resolution:** If a team member feels that another member is not upholding the integrity of the team than the conflict should be first presented to the team leader for resolution. The team leader shall take into account the opinions of both parties before making a decision. If the problem is unable to be resolved or the team leader is the member presenting the conflict, it should then be brought to Dr. Amin for resolution.
- **Decision Making:** Define and understand the problem with group input and discussion. Brainstorm possible solutions and research any needed background information. Conclude on a final solution with the full consensus of the team. Proceed with analysis, modeling, and construction of final solution.

Statement of Understanding

By signing this document each member of Team 17 agrees to all of the above and will abide by this code of conduct set forth by the group.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Ryan Laney		9/26/2013
Billy Ernst		9/26/2013
Samantha Zeidel		9/26/2013