

# **Code of Conduct**

Team 20 – Solar Powered Arc Jet Thruster

Florida State University

Mechanical Engineering

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## **Mission Statement**

Our team is devoted to instilling a positive attitude towards all aspects of the project, fostering ideas and suggestions, working with professionalism, and respecting all members of the team. Every member of the team will work together to ensure the deliverables are to the highest quality.

## **Roles**

### **Team Leader**

The team leader will manage the team as a whole. He/she will develop a plan, set up a timeline, delegate tasks among the team members, coordinate meetings, and any other task he/she seems that will be in the best interest of the team. The team leader will be the main point of contact for the team to the advisors and sponsors. The team lead will promote synergy and an effective working attitude for the success of the project. The team leader will take responsibility for the project plan and progress of the project.

### **Financial Advisor**

The financial advisor will manage the team budget. He/she will maintain a record of all of the purchases or credits for the project. It is the financial advisor's responsibility to ensure the project is within budget and will advise the team on financial decisions. The financial advisor will be responsible for filling out and submitting purchase orders to AME.

### **Lead ME**

The lead mechanical engineer will take charge of the mechanical design aspects of the project. This role will work closely with the lead ECE to ensure components will function properly when assembled. This role will delegate roles concerning ME design to other team members when necessary.

### **Lead ECE**

This role is responsible for all of the EE design aspects of the project. Clear communication to the Lead ME and Team leader should always be maintained. EE tasks can be delegated to others with proper skills if deemed necessary.

### **All Team Members**

All team members will contribute actively to the success of the project. All team members will maintain a positive attitude and outlook on the project. Each individual will take accountability for their actions and responsibility for the quality of specific parts of deliverables

and calculations. It is mandated that each team member conduct themselves with respect and tact as well as contribute constructively to the project.

### **Communication**

Communication between group members will be done using the “Group ME” application. Email and calendar invitations will also be used for scheduling purposes. Email will be used as the primary form of communication between the team and advisors and sponsors. Conference calls will also be performed whenever it is deemed fit. Dropbox will be used to store team files. Meetings will be set up at least 24 hours in advance and cancelled with sufficient notice. Any absence must have a legitimate reason.

### **Team Dynamics**

There will be no ridicule or harsh comments made about other’s ideas or suggestions. An open and inclusive environment should be maintained at all times. Decisions will be made without taking into account personal emotions. If there is a personal issue the team lead will step in and mediate the discussion until a common ground can be met.

### **Ethics**

Team members are expected to hold themselves and their work to very high moral and ethical standards. All individuals will follow the NSPE Engineering Code of Ethics to be reminded of their responsibility they have with their team, advisors, and sponsors.

### **Dress Code**

Team meetings will be held in casual clothes. Presentations and sponsor visits will be done in business casual or business formal as deemed appropriate for the situation.

### **Weekly Tasks**

Team members are expected to work continuously on their assigned tasks throughout the week. It is not necessary for the entire team to meet in order to work on aspects of the project. The team will meet at least once a week to maintain an accurate progress report. Staff meetings will occur every second week with Sr Design coordinators.

### **Decision Making**

Decisions will be made by a majority vote of team members. Emotions should not come into play concerning important project decisions. The team leader will lead the decision making process and mediate discussions. Problem solving should follow steps outlined below

