

Team 22 – Automated High Volume Bearing Bore Gage

# Code of Conduct

Team Agreement

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## Mission Statement

The mission for our team is to provide bearing manufacturers with a reliable and efficient automated bearing bore gauge testers. This accomplished by thoroughly conducting research on our customer's needs, then designing the best machine to fit the customer's needs. Our team provides the customer with reliable feed-back and a strong work ethic.

## Roles

### All Team Members

All team members have the responsibilities in the following list:

- Attend team meetings on time
- Complete individual tasks by the specified date
- Ensure that information is communicated adequately
- Be accepting of the ideas of other members
- Take charge when a task utilizes their expertise
- Be respectful of other members, advisors, and sponsors

### Individual Team Members

**Eric Allgeier** – He has the responsibility of displaying and organizing any group information on a website. He will also need to keep record of all the deliverables, meeting minutes, personal information, critical dates or other records of information that is critical to the project. The information will need to be well organized and easily accessible to all members or inquiring parties.

**Matthew Boler** - He is responsible for ensuring that all deadlines are met. He is to keep track of all deliverables and assign tasks for each deliverable. He will be the one to turn in all assignments, whether digital or physical. He is also responsible for overseeing and delegating the mechanical aspects of the design.

**Kevin Flemming** - He will be in charge of building models and machining any parts that are needed. He will have primary access to the bearing bore gauge machine that is located on campus. Also, he will be in charge of the group's finances and will coordinate purchases with Koyo Bearing.

**Seth Norman** - The role of project manager is to delegate work amongst the team members accordingly to their qualification. He should oversee all work being done on the project and make sure it is being done correctly and in a timely fashion. Also, he will help coordinate with other team members on a realistic timeline for the project, so the team can set mini-goals throughout the project.

**Christopher Proffett** - It is his primary responsibility to take care of all scheduling for meetings on a weekly and biweekly basis. He is also in charge of communicating with all of our outside advisors and scheduling when the team can meet with them on a consistent basis. He will be in charge of contact with our sponsor, Mr. Robert Potts, and will decide when, where, and how

often he would like to meet with us. He is in charge of sending memos to everyone reminding them when and where to be for all meetings.

## Communication

Our Group will handle communication via phone conversations, text message groups, and email primarily. The person in charge of scheduling will send a text and email message to everyone in the group at least 12 hours prior to each meeting. Confirmation emails or texts must be sent to ensure that the information was received by all members.

For assignments, we will have the lead send out one email with individual assignments. Each member of the group will upload their part to Dropbox so that everyone can share documents and collaborate together easily.

Members of the group are required to check emails twice a day so that everyone stays current.

Absences from meetings must be reported to the schedule maker of the group so he can plan accordingly. Members who are absent from meetings are required to read the minutes from that meeting in order to stay up to date.

## Team Dynamics

All group members will work together with an open mind. If anyone has a question about a certain topic or action, they should feel free to ask, and not to feel embarrassment from the other group members. Any group member that is disrespected by another group member should bring this to the attention of the group leader, so that the conflict can be resolved. All decisions made by the team should be well thought and rational; no decisions are to be made with emotions or individually.

## Ethics

Our team strives to work in the means of all national, state, and local laws. Also, we strive to conduct all work in political correct fashion. In all the decision made during research and the designing of any our products, the team makes sure that it is ethically and morally correct. Furthermore, all work is to be done in a safe and timely fashion.

## Dress Code

The members will be hold to a specific standard regarding attire based on the event.

### Team Meeting

Team members may wear casual attire, but may dress up based on individual needs.

### Advisor/Sponsor Meeting

When meeting with the advisors or sponsors, all team members are required to wear a collared shirt and pants.

### Working in the Shop

When working in the shop, all members are required to wear closed toed shoes, short sleeves, pants, and eye protection.

### Weekly and Bi-Weekly Tasks

Each group member is assigned a task in each weekly meeting. These tasks pertain to whatever the group may be working on to reach the next milestone in the project. These could also be related to research for the project and meeting to work on the actual machine. Each member is also assigned a biweekly task for each deliverable that is due every two weeks.

### Decision Making

Any decision making done by the group will be performed in a diplomatic process and in a professional manner. When any member(s) of the group have a problem, inquire or, solution proposal they must present the information to the group as soon as possible. When a group decision is being conducted and a unanimous decision can't be obtained, conflicting parties must present a supportive argument for their ideas in an attempt to work out which idea would be best. In the event that a stalemate still presumes the group decision will be presented to the best fit technical advisor for help in the decision.

### Conflict Resolution

In the event of a disagreement amongst the group members the following actions will take place to ensure everyone opinions and thoughts are respected:

- All conflicting parties will actively listen to each other and what they have to say and make sure that each of the conflicting opinions are well understood. This allows the parties to properly understand why the conflict occurred and can formulate a professional solution.
- The Team leaders will gather all conflicting information and make an accurate and final decision on what is to occur.

### Agreement

By signing below, the members of Team 22 are agreeing to uphold the code of conduct of conduct above.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
<u>Eric Allgeier</u>	_____	_____
<u>Matthew Boler</u>	_____	_____
<u>Kevin Flemming</u>	_____	_____
<u>Seth Norman</u>	_____	_____
<u>Christopher Proffett</u>	_____	_____