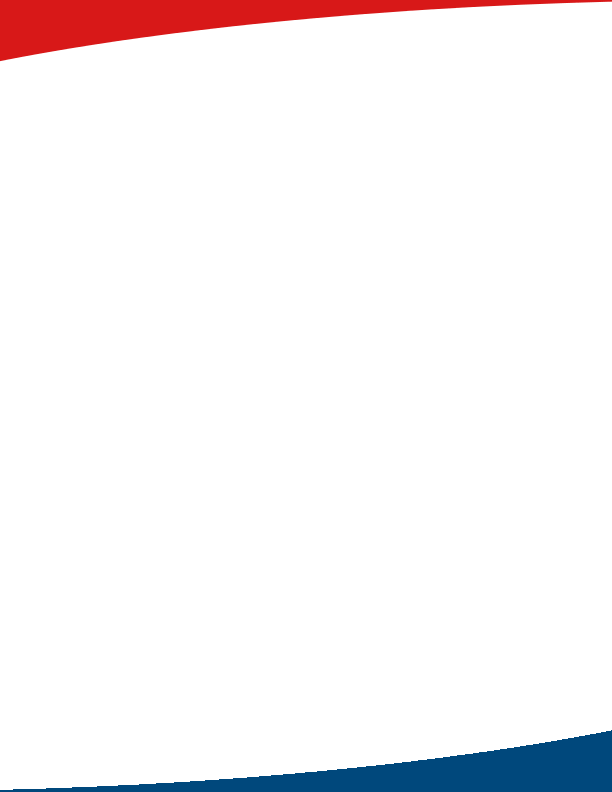
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**Team 5 - Magnet Insertion Process**

**Code of Conduct**

**October 4th 2013**

**EML 4551 Senior Design Fall 2013**

**Turbocor Director of Technical Operation: Paul Lugjuraj**

**Faculty Advisor: Dr. Simone Peterson Hruda**

Group Members:

Team Leader: Jaro Volny

Coordinator/Financial Advisor: Henry Ferree

Webmaster: Timothy Blum

**Mission Statement**

Team 5 is committed to work on/and complete our project in a positive work environment in a proactive manor maintaining proper communication with the each other and others involved. It is essential that all members of this team give their full effort in contributing to this project and maintaining an environment that supports professionalism, integrity, respect, and trust.

**Roles:**

Each team member is delegated a specific role based on their interest and experience; they are each responsible for the following:

**-Team Leader**

Manages and organizes the team; develops a structured scheduled for all weekly meeting times and places with all outside parties involved. Responsible for keeping proper communication with sponsors and mentors, keeping them updated on weekly project progress. Team leader is responsible for delegating individual tasks to teammates to increase group productivity. The team leader is also in charge of resolving any issues that arise through the project, and will always act in the best interest of the project. Most of all, the team leader will be responsible for overall project plans and progress.

**-Coordinator/Financial Advisor**

The coordination part keeps record of meetings and plans ahead for next meetings, and records the times and events that took place during the meeting. Financially keeps records of all purchases made. Ensures everything bought is in budget. Oversees expenses made for the project and inform if certain items may or may not be purchased.

**-Webmaster**

The Webmaster is in charge of creating and maintaining the team web page that will be available on the College of Engineering server. The Webmaster is responsible for researching and learning basic HyperText Markup Language (HTML) to develop a simple and professionally themed web page. The web page will feature an introduction to the project, team member information and team deliverables for the public to access. The web page should be maintained and updated as the project progresses. The Webmaster is also responsible for communicating with the other team members throughout the semester as to what the web page should display. The Webmaster, outside of the maintaining the web page, will also serve as a standard team engineer that assists with project design, decisions and analysis.

**All Team Members:**

While each member of Team 5 will have different roles and responsibilities, every member will assume the basic obligations for keeping the team running efficiently, such as:

* Abiding by the team philosophy, goals and conduct codes; or scheduling a meeting acknowledging any potential conflicts.
* Attending regular meetings with faculty, sponsors and mentor.
* Communicating clearly with team members during meetings and decisions.
* Respecting the ideas of other members and staff.
* Working professionally on project tasks and completing them by specific deadlines.
* Properly representing the team while in public.

**Communication**

The team will learn how to communicate with each other, the staff, advisor, and sponsor. There are different ways to communicate with the different people. The primary form of the team’s communication is via text message. From this, meetings are arranged with no conflicting times or locations. If one is unable to make the meeting or cancels it, then they must send a group text at least two hours or before meeting takes place. Repeated misses to the meetings may result in the student’s removal from project. During the meetings each person has an equal opinion on that day’s activities. Email is used, along with Google Docs and Dropbox, to share files, presentations, or spread sheets.

Most of the communication between the staff and the team is done through email. The emails may contain important dates, changes, concerns, or comments pertaining to the project. Staff meetings are held, during which the project’s progress is discussed along with everyone’s roles in the project. There is also a biweekly progress report due at the meetings. Along with the staff, the team meets with their advisor once a week and communicates via email for important information pertaining to the project.

Emails are used to communicate with the team’s sponsor. Once a week there is a meeting held at the sponsor’s location. During the meeting, the team presents the progress so far reached and what they intend to accomplish in proceeding weeks by a brief power point presentation. Any ideas or revisions the sponsor has will be discussed at the meeting.

**Team Dynamics**

Throughout the duration of this project, the team members will work collectively on developing and implementing a solution to the problem presented. We strive to work in an environment where all members are open to suggestions and constructive criticism; all ideas will be taken into consideration, no one will be ridiculed for coming up with obscure ‘odd’ ideas. In the case where an individual’s assigned task becomes too difficult to resolve, the task will be reevaluated as a group and a means for a solution will be found. In order to maintain a steady course of progression on the assigned project, no individual should let any emotions dictate their actions in the group, and if any issue arises, it will be brought to the attention of the team as a whole.

**Ethics**

All students should be familiar with the Engineering Code of Ethics learned previously in the class Engineering Design Methods. One may refresh its knowledge of the matter by reviewing the Code of Ethics in the Engineering Design book assigned to this class.

**Dress code**

Students may wear casual attire when meetings with the team only are held. Semi formal attire is needed when meeting with the sponsor; this includes a collared shirt that is tucked in. Meetings with the advisor or staff should be business casual this means comfortable attire that is not distracting to the audience.

**Weekly and biweekly tasks**

Each week the team meets with the staff, sponsor, and advisor unless stated otherwise. The team’s progress and concerns are discussed in the meetings along with the comments of the staff, sponsor, and advisor. A biweekly progress report is due to the staff every other time they meet with the team.

**Decision Making**

The decision making process will consist mainly of open discussions and brainstorming sessions. Team members should clearly communicate ideas that they feel will benefit the design. These ideas and concepts should be synthesized into one or a number of different designs. Individual designs should be avoided as they may lead to personal conflicts. Any conflicts should be addressed during a team meeting and handled with respect to other members. Decisions made with respect to the designs should be made based on analysis and measurable criteria instead of opinion. A generic decision making process is as followed:

* Ideation – Discuss what the problem is and what the project goal is. Brainstorm ways to achieve goal with performance and design specifications.
* Background – Research problem and possible solutions. Gather available data and current solutions.
* Design – Bring the solution to reality. Create detailed designs using CAD.
* Analysis – Test and analyze how designs perform.
* Decision – Use the many different strategies available (decision matrix, house of quality, etc.) to assess which design or solution is best.
* Evaluate – Discuss results and findings with team. Assess whether process needs to be iterated.

**Conflict Resolution**

In the cast where any disagreement takes place between any of the group members, the following will be courteously employed in an attempt to resolve such conflict:

* Both/all parties involved will calmly communicate their point of view in the given situation, and respectfully listen to the others point of view as well in an effort to clear up any misunderstanding.
* If necessary, a team vote will be administered, including all participating team members.
* Intervention by the Team Leader is applicable if, and only if the Team Leader is not actively involved in the current disagreement.

Name Signature Date

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