

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team 2 - Energy Saving at Cummins Technical Center

Names:

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Date:

09/22/14



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Mission Statement

Team 2 is committed to provide a sufficient solution to the problem at hand through hard work and thorough engineering design. We plan to keep proper records of all financials and data collected, complete all work in a timely manner, and work as an effective team.

Roles

Each team member is delegated a specific role based on their experience, skill set and preference. All responsibilities are listed underneath and each team member is responsible for their duties.

Team Leader – Kyle Fields

As team leader Kyle will manage the team by developing, along with his team, a plan and timeline for the project. Kyle will also solve disputes, delegate tasks, finalize all documents, and provide input where he deems fit.

Financial Advisor – Daniel Baker

The financial advisor will be in charge of managing the budget. The budget will be determined by the calculations and research done by the team. It is important that every dollar is accounted for and it will be the financial advisors responsibility to ensure that all purchases are recorded and the budget is balanced.

Lead M.E – Beau Bell (Grid monitoring), Daniel Carnrike (Solar Power)

As Lead ME's, Beau and Daniel will work together to not only assemble thorough data and engineer a proper solution, but, also to provide quality control on all data and drawings obtained. Some of the responsibility is split with Beau focusing on grid monitoring and Daniel supervising the solar energy aspect of the project.

Website Coordinator – Marvin Fonseca

As website coordinator Marvin will program the website as well as secure proper, updated data, images, and anecdotes and display them on the website. Marvin will also work in the ME shop where he has a plethora of experience.

All Team Member Responsibilities

- All team members will work on their assigned tasks.
- Buy into the project goals and success.
- Finish their tasks before or on the due date agreed upon by the group.
- Adopt a positive team spirit.

- Listen and contribute to one another.
- Communicate clearly and efficiently so problems do not build up.
- Be supportive of other people's ideas.
- Must be able to take constructive criticism.
- Respect other team members.
- Be a positive representation of our group.

Communication

Team 2 will use phone and text messaging for the main communication between team members. The entire team will be present for meetings to discuss current progress on the project. The team will use Facebook, email, and Dropbox for information updates, transferring files and presentations, and keeping a proper inventory of files, respectively.

Each group member will check their email as well as the Facebook group for group communication and file exchange at least 2 times a day. Meeting dates and sponsor updates will be sent out over both Facebook and email to ensure that they are not missed. The meeting will be confirmed via a phone call to make sure that everyone is aware of the meeting. Conference calls with the team sponsor will be made over Sametime or Skype.

If a meeting must be canceled, an email must be sent to the group at least 24 hours in advance. Additionally, the notice will be posted in the Facebook group as well.

Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

Team Dynamics

Team 2 members will try to create a positive working environment where other members are comfortable to speak freely with one another. Group members will not be embarrassed for presenting their ideas about the benefit of the project and group. If any member feels that they are not being heard, a meeting with the group can be conducted in order to resolve the situation. Any problems that happen between group members should be resolved in order to continue working on the project. Decisions are made for the benefit of the group/project and are not intended to undermine an individual. Everything done is for the benefit of the project and a hard working environment will be the standard.

Ethics

Team members are required to be familiar with the NSPE Engineering Code of ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be a stringent following of the NSPE Engineering Code of Ethics. If any unethical action occurs in the team, it will be discussed immediately with the team members to correct it as soon as possible. If the unethical action cannot be corrected it will have to be sent to higher authorities.

Dress Code

Team meetings will be held in casual attire. Sponsor meetings will be business casual to formal as decided by the team for the event. Every presentation will be held with formal business attire (suit will be necessary). For any travel that will be necessary throughout the year, the dress code will have to be discussed between the team members.

Weekly and biweekly Tasks

All team members will participate in all meetings with the sponsor, adviser and instructor. In the meetings, any ideas, the progress of the project, budget changes, conflicts or issues, timelines updates, due dates, and any other pertinent information will be discussed between the entire team. Finally, team member tasks and assignments will be delegated during these meetings. Team members will give an update on the status of their tasks, and other project related news. Repeat absences will not be tolerated.

Decision Making

Decision making will be done via consensus, so long as a majority of the team members agree. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated collectively, and the majority will decide how to proceed. Members that have any conflicts of interest should not participate in decision-making processes. They do not need to go into detail about the conflict, and can rest assure that we will not push the matter. Each individual member is expected to act ethically, and promote the interests of the group in order to achieve the goals of the project. The top priority for each group member is to complete the goals of the project. Below are the steps to be followed for each decision-making process:

- Problem Definition – The group will collectively define the problem and understand it.
- Brainstorming – Individually devise possible solutions to the problem. Discuss the most conceivable ideas among group during group meeting.
- Data/History Gathering and Analyses – Gather necessary data required for implementing solutions come up with during the Brainstorming step. Revisit Brainstorming step for analysis of the solution effectiveness

- Preliminary Solution Selection – From the list of Brainstormed solutions, select a preliminary solution to move forward with.
- Prototype Design – Come up with a design for the preliminary solution product and construct it. Prototype Design should be feasible and work effectively.
- Test Prototype and Simulation/Observation – Test prototype design for preliminary solution and gather test data.
- Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if design can be improved and if time/budget allows for it.

Final Design (Optional) – If there is reasonable time and money allotted, the prototype design will be revisited to make a final product that exceeds the design specifications of the original prototype.

Conflict Resolution

In the event of discord amongst team members, the following steps shall be respectfully employed:

- A meeting will need to be scheduled in which all team member need to be involved.
- Communication of points of interest from both parties which may include demonstration of active listening by both parties through paraphrasing or another tool acknowledging clear understanding.
- In the meeting, all the members will need to vote impartially for the person they consider that has the best reason.
- The Team Leader will have to intervene, if necessary.
- The Instructor will facilitate the resolution of conflicts.

Statement of Understanding

Statement of Understanding

By signing this document the members of Team 2 agree to all of the above and will abide by the code of conduct set forth by the group.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>Kyle Fields</u>	<u>Kyle K Fields</u>	<u>9/11/14</u>
<u>Daniel Carrive</u>	<u>[Signature]</u>	<u>09/11/14</u>
<u>Daniel Baker</u>	<u>[Signature]</u>	<u>9/11/14</u>
<u>Marvin Fonseca</u>	<u>[Signature]</u>	<u>09/11/2014</u>
<u>Warren Bell</u>	<u>Warren Bell III</u>	<u>09/11/2014</u>