

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team 5 – Bi-directional Lifting Bar

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Mission Statement

In order to accomplish the goals set forth Team 5 agrees to sustain a cohesive work environment that encourages the involvement of all members, professionalism amongst the team, integrity, trust, and respect for all others. Each member understands their responsibility to the team and project sponsor, and agrees to contribute their best effort in order to succeed as individuals and as one unit. In order to support and encourage positive and strong team morale, negative attitudes and contributions will not be tolerated.

Roles:

In order to delegate responsibility and work load, each member has been assigned a role within the team in which they feel they can excel. Even so, members will jump in and assist their teammates should they need it so that tasks can be accomplished quickly and correctly.

Team Leader: Devin Stubbs

Team leader is responsible for team cohesion. He will manage the team and develop a plan of attack for the project, including setting a strict timeline. He will delegate roles and tasks to each member and will oversee all actions by each team member. Decisions made by the team will be consulted with the Team Leader prior to execution.

The team leader will act as the primary point of contact with the project sponsor, and will be the groups' liaison between the project advisor and the team. In addition to these responsibilities, the team leader will give presentations or facilitates those performed by the individual members of the team members. He takes responsibility for the overall plan of the project and its progress and will be responsible for assisting and leading in all aspects of the design, manufacturing, and implementation of the project.

Secretary: Coert Maraist

Acts as a co-Team Leader. Will assist the team leader in all aspects to ensure team and project fluidity. He is also responsible for correspondence with the sponsor and will keep a record of all communication between team members and the sponsor. This includes, but is not limited to, minutes of team meetings and a timeline of project goals and team member responsibilities. He will be heavily responsible for presentation planning and preparation. He will assist the Team Leader in the delineation of project goals and team member responsibilities. In order to show progress, the secretary will be responsible for the generation of gant charts and other metrics which will need to be presented to the sponsors and advisors throughout the year.

Financial Advisor: Luke Leelum

He is responsible for all purchasing and financials of the team. He will be solely responsible for communication with the sponsor and department about requesting funding for any phases of the project. All spending and funding requests will be recorded in a scheduled and organized manner. The financial advisor will be responsible for cost analysis, and metrics that pertain to any monetary issues. He will lead in the budgeting, sourcing, and purchasing of materials and labor associated with the project. Any budgetary issues will be the Financial Advisor's responsible, solely.

Webmaster: Gabriel Omoniyi

Responsible for the design, creation, and maintenance of the group website. He is responsible for the managing of the webpage and ensuring its accuracy, legibility, and ease of use. This webpage will include pertinent information on all aspects of the project. Team progress will be updated regularly and any design changes, revisions, project deadlines, budgetary alterations, contact information, and project locations will be made available on the webpage.

Lead ME: Yoel Bugin

He is responsible for the mechanics of the project. He will be responsible for the CAD drawings and computer modeling of the project. Any simulations that must be made prior to manufacturing will also be vital for project construction. Correspondence with machining and implementation will be his responsibility. If any budgetary or project deadline changes must be made, he is responsible for communication with the Team Leader and Financial Advisor.

Communication

Communication between team members and between the team and sponsor will mainly be through email. Communication between team members may also be facilitated through group messaging via GroupMe and texts. Any emails sent between team members or in correspondence with the sponsor must include all group members or all group members must be CC'd in the email. It is imperative that all group members understand what is going on in every aspect of the project. All members agree to abide by these rules. Phone calls and text messaging may also be helpful for communication, and will be used as well. Every member of the group agrees that any information shared in private conversation must be made available to the group in order to promote group communication, and trust.

Team Dynamics

The team will work in a cohesive manner. Any criticisms or praises will be done so in a supportive manner in which will supplement the overall productivity of the group. All efforts will be made to maintain team morale high. Should team members find themselves overwhelmed, the group agrees to assist and facilitate on those tasks to ensure that they are completed correctly and in a timely manner. Any negative behavior or

attitudes will negatively affect team morale and will not be tolerated. Repetitive negative actions will be reported to the advisor if it is detrimental. For the greater good of the team, members agree to voice their concerns without fear or backlash or ridicule and these issues will be addressed in a calm and professional manner.

Ethics

The team will abide by the ethical guidelines set forth by the NSPE. These can be found in the NSPE Engineering Code of conduct which group members are expected to be familiar with. The members hereby agree that the safety is always the number one concern of the project, and will do everything possible in order to ensure that all other requirements are secondary. The members of the group understand that their actions as individuals no longer just represent themselves, but also Team #5, and will act accordingly in public.

Dress Code

In order to match the working environment, presentations and sponsor meetings will be held in business casual attire unless otherwise specified ahead of time. Meetings between the team or the team and advisor will be held in casual attire.

Decision Making

Decision making will be a democratic process in which the members will hold a vote and have equal say. In the case of a tie, the group can decide to revote or defer to the Team Leader for executive decision. In order to make decisions, the different members will be expected to present ideas in a concise and educated manner. Data, facts, graphs, or other information to be presented in order to make a strong point and allow the team to make intelligent and informed decisions. Members are expected to make ethical decisions for the good of the project.

Should a decision need to be re-evaluated, the team will meet to discuss options before moving forward. Any changes or data presented will be catalogued in order to have a reference of all work performed by the team.

Conflict Resolution

In order to prevent any ongoing issues, feuds, or disputes between members, the

group agrees that members must be able to openly discuss any and all issues. Should there be a conflict between two or more members, the team member not involved will act as a moderator to ensure that all parties can express themselves and come to a mutual understanding.

Should the issue not reach a clear resolution, it will be the responsibility of the team leader to call a team vote. In the case of a tie, the team will defer to either the project advisor or the team leader to make a final decision.

Statement of Understanding

Signing this document implies that each members of Group 5 agrees with the regulations set above. Each member understands their roles and responsibilities and are committed to the best interest of the sponsor, project, and group as a whole.

Name/Digital Signature

Date: 09/12/2014

_____ Devin Stubbs _____

_____ Coert Maraist _____

_____ Luke Leelum _____

_____ Gabriel Omoniyi _____

_____ Yoel Bugin _____

