

FAMU/FSU College of Engineering
Department of Mechanical Engineering
Code of Conduct

Team 7: Solar Sausage for Desalination

Names: **Alex Stringer** **as10ad**
 Crystal Wells **chw12b**
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Dr. Lin

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Mission Statement

Team 7 is determined to develop a device that will create potable water for those with limited access. The team will attempt to be as environmentally friendly, cost efficient, and self-sustaining as possible. Each member in the group will contribute equally and respectfully in order to achieve the end goal.

Roles

Each member of the team has a specific role delegated to them based on their strengths and skill sets. Each role has specific duties that the team member will be responsible throughout the duration of the project. The roles are as follows:

Team members:

Alex Stringer

Team Leader:

Oversees the group and operation of the project. The team leader delegates workload for each member according to their strengths and weaknesses. Ensure that all work is done with respect to the timeline established by the group. Provides synergy and positive morale to team members to increase productivity. If conflict arises, the team leader will initiate conflict resolution meeting and strive to achieve a solution that is consistent with the project goal. The team leader is responsible for ensuring that the group maintains contact internally and with sponsors/advisors.

Analyst and Computations:

Provide computational analysis and modeling to assist in design. This will be done using programs such as Matlab, MathCAD and Scilab.

Crystal Wells

Financial Advisor:

Responsible for maintaining records of all expenditures and projected expenditures, while validating that purchases are in accordance with the budget. All product and expenditure requests must be reviewed by the advisor, who obtains the responsibility to review and analyze any other equivalent/alternate solutions so that the most feasible option has been selected. The financial advisor will lead the procurement of necessary goods and materials required for the project.

Coordinator:

Organize and arrange meetings suitable to all members' time and availabilities. Acts as a spokesperson between the group and any outside consultation. Keeps the group consistent with the previously set agenda.

Joseph Hamel

Device Supervisor:

Keeps track of and determines tools that will be necessary for work days. Responsible for upkeep and recording of any lost or broken tools. Responsible for submitting any purchase requests to the financial advisor in a timely manner in order to have available when needed.

Webmaster:

Handles the design and execution of all web-related activities and postings.

Alex Filardo

Information Officer:

Responsible for all proprietary research on design concepts. Assures that all design concepts pursued by the group are viable options and consistent with the group's missions. Documents records and data obtained throughout the duration of the project. All records will be available to group and easily referenced.

Safety Supervisor:

Ensure that all group members are in compliance with the rules and regulations set forth by designated authorities while in work areas. Certify that the project is executed according to respective U.S. codes, laws, and regulations. All construction and deployment activities will be completed so that all environmental safety protocols are met.

All Team Members:

- Contribute to overall concept and design
- Responsible for being informed and current on all group activities
- Devoted to improved team morale
- Contribute constructive criticism
- Respecting all team members' ideas
- Maintain original focus of project
- Stay on task when in group settings
- Effective internal communication
- Conduct all project-related meetings in a professional manner

Communication

The main form of communication between group and designated sponsor and advisor will be through e-mail. All group members will receive a blind carbon copy (CC) of the any e-mails exchanged. The primary form of internal communication will be e-mail. Secondary means of communication within the group will be through text messaging and phone calls.

All team members' must use their academic e-mail provided by Florida State University. It is the individual's responsibility to check their e-mails multiple times a day and respond in a timely manner.

If a member of the group is unavailable for any scheduled group activity, it is his/her responsibility to notify the group ahead of time and to obtain any missed information. Reason(s) for absence is not required, but appreciated, if personal. Repeated absences will be addressed by other team members.

Team Dynamics

The students will unify as a team and encourage one another to voice opinions and ideas. The team will be cohesive in decision making and in sponsor meetings. No team member will be discouraged or chastised by other members. Any member who feels they are not being respected

or taken seriously should bring the issue to fellow group members. The group will strive for solidarity and unity. All actions will be directed for the better of the project.

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 stringent following of the NSPE Engineering Code of Ethics. Team will strive to use sustainable building techniques and achieve a zero emission project. Team will follow water standards set by EPA ([EPA Standards](#)) and USGS ([USGS Criteria](#)), as well as ethics set forth by ASME ([ASME Ethics](#)).

Dress Code

Team meetings will be held in casual attire. Business formal will be required for all presentations. During field work, casual attire with closed toed shoes is the minimum requirement. Depending on setting and external contact, attire will range business casual to business formal.

Weekly and biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser and instructor. During said times ideas, project progress, budget, conflicts, timelines and due dates will be discussed. In addition, tasks will be delegated to team members during these meetings. Repeat absences will not be tolerated.

Decision Making

It is conducted by consensus and majority of the team members. In the event of impasse, the team leader will make the final ethical decision with the project's best interest. If a conflict of interest occurs, the team member must voice their conflict. The remaining members of the team will make the final decision. Each member is responsible for acting ethically and in accordance with the overall objective of this project. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the group.
- Tentative Solutions – Brainstorms possible solutions. Discuss among group most plausible.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
- Design – Design the Tentative Solution product and construct it. Re-evaluate for plausibility and effectiveness.
- Test and Simulation/Observation – Test design for Tentative Solution and gather data. Re-evaluate for plausibility and effectiveness.
- 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.

Note: Above decision making process taken from Dr. Gupta and Dr. Helzer of the FAMU-FSU College of Engineering

Conflict Resolution

In the event of a conflict, the team members must schedule a meeting time to discuss possible solutions. A simple majority vote will determine the solution pursued by the group. If no majority exists, the team leader will reach a conclusion after taking sufficient time to weigh all opinions put forth. If a team member is in strong disagreement with the resulting resolution, the team will consult the project’s advisor to reach a final decision.

Statement of Understanding

By signing this document the members of Team 1 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date
