

SENIOR DESIGN PROJECT

CODE OF CONDUCT

Team # 9:

Hydrogen from Microalgae and the Collection and Sensing Systems

Team Members:

Nicole Alvarez

James Richardson

Richard Sandoval

Jonatan Elfi

Angeline Lenz

Ariel Johnson

Date:

September 11, 2014

MISSION STATEMENT

Team 9 is dedicated to providing an effective and easy-going work environment that promotes professionalism, integrity, respect, trust, and accomplishments. Members of the team are responsible for maintaining a positive atmosphere among one another and contributing creative ideas to the progression of the proposed design project.

ROLES

Each team member is responsible for performing a specific role described by the following:

Team Leader: Angeline Lenz

Angeline is to manage the team by developing plans and timelines for the progression of the design project. She will assign tasks between group members based upon their respective team roles. The team leader is to promote team work and morale, and help resolve any arising issues. She is responsible for organizing, planning, and executing meetings in order to keep open communication between team members and the Sponsor.

Team Members:

Financial Advisor: Ariel Johnson

Ariel is to create a budget with the provided funds and to keep a record of all expenses. The financial advisor is to review and analyze any product or expenditure requests and explore alternative solutions that may be more fiscally responsible. She will be responsible for ordering parts for the design. All budget requests will be presented to the team.

Lead ME: Jonatan Elfi

Jonatan is responsible communicating mechanical design aspects with the lead IME. He will relay information pertaining to the details of the design. The lead ME is also responsible for keeping all design documentations and reports.

Lead IME: TBA

He is responsible of the IME design part in support of the project. He maintains line of communication with the lead ME. He keeps all design documentation for record.

Team Individuals:

- Work on delegated tasks of the design project

- Adheres to deadline and commitments
- Delivers constructive feedback
- Effectively communicates ideas
- Finalizes all documents cohesively

FORM OF COMMUNICATION

The main form of communication will be over email, text-message, and Facebook group among team members; preferably Facebook group as well as through regular meetings of the whole team. Facebook will allow the group to communicate more effectively due to group members studying abroad. Email will be a secondary form of communication for issues not being time-sensitive. For the passing of information, i.e. files and presentations, email and Dropbox will be the main form of file transfer.

Each group member must have a working email and Dropbox account for the purposes of communication and file transference. Members must check their emails and Facebook at least twice a day to check for important information and updates from the group. Although members will be initially informed via Facebook, meeting dates and pertinent information from the sponsor will additionally be sent over email. If a meeting must be canceled, an email must be sent to the group as soon as possible.

TEAM DYNAMICS

Students will promote team work while providing constructive criticism. Team members are encouraged to ask for help and work together on difficult tasks. Should any issues arise they should be brought to the team leader's attention.

ETHICAL STANDARDS

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. Students will abide by the NSPE Engineering Code of Ethics at all times.

DRESS CODE

Team meetings will be held in casual attire. Sponsor meetings and group presentations will be held in business casual to formal as decided by the team per the event.

WEEKLY/BI-WEEKLY TASKS

Team members are to attend and participate in all meetings involving the sponsor, adviser and instructor in order to discuss ideas, project progress, and other pertinent issues. In addition, tasks will be delegated to team members during these meetings. Repeat absences of meetings involving the sponsor, adviser, and/or instructor will not be tolerated.

DECISION MAKING

All decisions shall be a group effort. Decisions should take into account the ethical/moral issues of the NSPE Engineering Code of ethics. Individuals with conflicts of interest should not participate in decision-making processes. Achieving the goal of the project will be the top priority for each group member. The decision making process should include each of the following:

- Problem Definition
- Tentative Solutions
- Data/History Gathering
- Analysis
- Design
- Test and Simulation/Observation
- Final Test Evaluation

CONFLICT RESOLUTION

In the event that a conflict arises amongst team members the following steps shall be respectfully employed:

- Mediation between the members with conflict shall be held by the team leader.
- Team leader intervention, if necessary.
- Instructor will facilitate the resolution of conflicts.

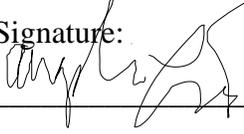
STATEMENT OF UNDERSTANDING

By signing this document I hereby agree to uphold and follow all of the above described herein the Code of Conduct.

Name:

Angeline Lenz

Signature:



Date:

9/11/14

Ariel Johnson



9/11/14

Jonatan Elfi



9/11/14