

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

Group # 12: REEF Subsonic WT Articulating Robotic Arm

Name:	Blackboard ID:	Email:
<u>Caitlan Scheanwald</u>	<u>crs10d</u>	<u>crs10d@my.fsu.edu</u>
<u>Andrew Baldwin</u>	<u>akb11c</u>	<u>akb11c@my.fsu.edu</u>
<u>Justin Broomall</u>	<u>jcb08f</u>	<u>jcb08f@my.fsu.edu</u>
<u>Jacob Kraft</u>	<u>jlk10d</u>	<u>jlk10d@my.fsu.edu</u>

Date: 9/18/2014

Mission Statement

Team 12 is a group committed to excellence. This group will promote positivity, encouragement, integrity, professionalism, and respect to all its members. Each member will demonstrate responsibility and communicate with its members in a timely manner. As a group project, the team will bear all success and failures as a team. All members will be held accountable and put their best effort into their roles.

Roles

Each team member is delegated a specific role based on their experience and skill sets and is responsible for all here-within:

Team Leader - Jacob Kraft

Team leader oversees operations of the team without micromanaging. They will be responsible for communication with the sponsor. Team leader will also be responsible for ensuring teamwork, communication, planning, and timely meetings amongst the team. Team leader will also act as the liaison between the sponsor and the group. They will arrange meetings and briefings with the sponsor. Submittals and quality of work will be the responsibility of the team leader as well. The team leader will divide up work amongst the group with respect to each member's preference, strengths, and scheduling. They will aid and prepare presentations amongst preparing overall project plans. They will keep progress of work completed and by whom.

Team members:

Financial Advisor - Andrew Baldwin

It is the responsibility of the financial advisor to provide an accurate and up to date record of the group's financial standing. All expenditures that have been approved by the group must be submitted to the financial advisor in writing. Once a purchase order has been submitted, it is the job of the advisor to investigate any cost effective alternatives and present their findings to the group. Once an item has been purchased, the financial records must be updated accordingly and the receipt for said item shall be kept by the financial advisor, for reference or in case a return/reimbursement is necessary.

Media - Caitlan Scheanwald

It is the responsibility of this member to design, format, and update all media for presentations and deliverables. This includes, but is not limited to, photographs, PowerPoint presentations, posters, reports, and the team website. They are responsible for knowing the details of the design and presenting them in a professional manner. All media must be archived for reference. They will also be head of all ECE related needs for the project such as electronic needs and programming.

Secretary - Justin Broomall

He will maintain minutes of each team and staff meeting. He will schedule team meetings with their academic adviser, Dr. Kumar. He will maintain all documentation on the project design for record. He will ensure all team members are up to date on any and all updates.

All Team Members:

- Will discuss mechanical design aspects of project
- Discusses timeline and deliverable schedule
- Completes work in discussed time constraints
- Encourage members and adopt positivity
- Listen to all members' without disregard
- Have an open mind to others ideas
- Communicate in a timely manner
- Will give best effort and share constraints
- Treat each other with respect
- Share constructive feedback

Communication

The main form of communication amongst the team will through phone calls, text messaging, and emails. It is preferred to communicate through group-text messaging for time sensitive information. It provides quicker response from team members. Documents will be shared through google document so that all members have edit rights to work on specific portions of assignments. For less time sensitive information, email will be used. Files and presentations will be sent via email with all members attached to EVERY email. This will act as a log for action as well.

Every group member needs to have a working email. It is expected that emails will be checked at least three times a day. Updates and information will be shared among email that is important for all members. Our sponsor will also communicate through group emails, so it is critical to stay updated. Email will be used as a log of communication and actions completed by certain members. "Reply all" will be used in every email to keep every member in the loop. Telecommunication is also an option to have group meetings with the sponsor.

If a member cannot attend meetings. Give 24-48 hours of advanced notice. This will allow for members to compensate for a missing team member and plan accordingly. Reason of absence is not required but would be appreciated by team members for planning purposes. Repeated absences will be a problem and is NOT acceptable.

Team Dynamics

The team will work together to resolve all problems. No team member should ever be condescending and should treat all members with respect. Disagreement is natural but should be handled in an adult manner. Voting will occur if there are minor disagreements. Larger disagreements will be discussed with sponsor and or college advisor. We will not make emotional decisions and will only speak to the facts. Judgments and grudges will not be tolerated and result in reporting to leadership. Work together, respect each other, and strive for best your best effort. Failures and successes will be shared by all team members.

Ethics

Safety of the public is of the utmost concern. All NSPE code of ethics will be followed. Members are expected to speak out against unethical situations and report to leadership if required. Everyone is expected to be familiar with the NSPE code of ethics.

Dress Code

All dress code will be discussed with members prior to meetings. Team members will generally be casual dress. Visits with the sponsor will be business casual. Presentations will be decided by members but will generally be business professional.

Weekly and biweekly Tasks

There will be weekly meetings with the sponsor, advisor, and instructor. All members will be expected to be present unless providing advanced notice of absence as discussed above. Timeline, ideas, progress, budgets, cohesion, and member conflicts will be discussed during these meetings. The team leader will be responsible for delegating tasks during this meeting based on member preference and scheduling.

Decision Making

It is conducted by a majority vote amongst team members. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. If individuals have a conflict of interest, it is in the group's best interest for them not to participate. They do not have to share the said conflict. It is the responsibility of the group to achieve the goal of the project in the most ethical and professional manner possible. Achieving the project goal will be the end goal for each member. 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.


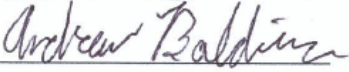


Conflict Resolution

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

- A meeting will be set up in order to discuss the conflicts of interest from conflicting parties. All parties will actively listen to each other. Three way communication will be employed in order to ensure understanding amongst members.
- Use a voting scheme. Majority will decide the outcome.
- If there is still conflict, team leader will bring conflict to sponsor and or advisor.
- Instructor will be the final say in conflict resolution.

Statement of Understanding

By signing this document the members of Team 12 agree the 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>CAITLAN SCHEANWALD</u>	<u></u>	<u>9/18/14</u>
<u>Andrew Baldwin</u>	<u></u>	<u>9/18/14</u>
<u>Justin Broomall</u>	<u></u>	<u>9/18/14</u>
<u>Jacob Kraft</u>	<u></u>	<u>9/18/14</u>