

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

Team #18: Penetrometer Development

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Mission Statement

Team 18 is determined to create a positive work environment, where all team members will have a voice and all ideas will be considered. The team will be respectful, professional, trustworthy, and ethical towards each other, advisors, and sponsors at all times. Each team member will use his or her skills to contribute to the advancement of the project, taking into heavy consideration the requirements and suggestions of the sponsor and advisor.

Roles

Each member of the team has been fit with the role that best fits their experience and time available. Below are the responsibilities agreed on for each job by the team.

Team Leader – Natalie Marini

The team leader is responsible for enforcing deadlines, keeping team members on task, and developing a plan for optimal project completion. All documents will be finalized and approved by the team leader. The team leader is to keep communication between team members and the sponsor coherent and organized. The team leader will work to promote increased teamwork and an efficient working style for all members. If a problem arises the leader will work to fix the conflict in a timely fashion while communicating with the team as a whole.

Team members:

Treasurer – Peter Hettmann

Maintains all records of purchases from the project account and a copy of all receipts that were among approved purchases. Approved purchases must be presented to both the team leader and treasurer for final approval of purchase to maintain an equal balance. Purchasing information and analysis of the budget before purchasing is the treasurers appointed job and if a budget increases needs to be arranged the treasurer will go through all appropriate channels to have an increased budget, this includes sponsors and advisors of the project.

Ambassador – Carren Brown

She is responsible for maintaining correspondence between the ME team members and the ECE team members. She will also coordinate all meetings with team members and keep the group calendar updated with meeting times, due dates, and presentations.

Secretary – Maritza Whittaker

It is the team secretary's responsibility to serve as the main record keeper and email correspondent. They are to correspond emails between the team and sponsors/advisors/professors throughout the design project. The secretary is also responsible for keeping a record of all meeting minutes and noting what was accomplished during the meeting. They are to serve as the initiator of any group

text message or group email. It is their responsibility to have every team member's contact information (cell phone number and email address) in the case that an emergency notification must be made.

Lead ECE – Sean Kane

Ensures that ECE tasks are completed on time, responsible for keeping all documentation that pertains to the electrical aspect of the project, and maintains communication with the ME team leader, ECE Coordinator, and ECE Advisor of the project.

All Team Members

- Effective communication of thoughts and ideas beneficial to the project
- Be prepared prior to team meetings and discussions with appropriate material
- Be respectful of team members, sponsors, advisors and other personnel associated with the project
- Productive and deliver on roles assigned
- Respect roles and assignments of other team members
- Accept and provide positive and constructive feedback to other team members' ideas
- Buy into scope, success, and goals of the project
- Communicate and stay up-to-date on material and goals of the project
- Adopt the overall group spirit and help to achieve the overall goal efficiently

Communication

Team 18 plans to keep its main form of communication via group email and text message as well as the BlackBoard group discussion board. Another major form of communication we wish to implement throughout the design project is to establish weekly meeting sheets in which we will correspond to the other members our To-Do list accomplishments and failures for the week.

We have created a group email address (npsp18@gmail.com) to correspond between our sponsors and team members. Every member of group 18 has access to the email and has the ability to write up an email as they deem fit. This email address will serve as the main line of communication when passing on information (files, presentations, ideas, discrepancies, etc.) to our sponsor.

The BlackBoard group discussion board will serve as the main form of file transfer for the entire team. It is each group member's responsibility to actively check the BlackBoard discussion group for any new posts regarding the design project.

Group meetings will occur bi-weekly. However, a weekly email will be sent out by the team secretary regarding the team's updated To-Do list. In this email, the secretary will explain to the rest of the group members what each student has accomplished for the week, as well as what they were not able to achieve. This weekly email update will serve as a line of communication when a member needs help from another teammate.

Every team member is expected to have a working email and phone for the purpose of communication. Members are to actively check their email or text message if a meeting time or place is changed and or cancelled. In the case of a cancelled meeting, the secretary must notify the group at least 12 hours in advance. In the case that a team member cannot attend a meeting, a notice must be given to the team leader at least 24 hours in advance.

Team Dynamics

Each team member of the project will work efficiently to achieve the project goal through suggestive and constructive criticism from each of the group members without the use of ridicule or embarrassment to one individual group member. If a team member has a feeling of being disrespected by the group as a whole or by an individual member of the group, the individual must bring the situation and explain the situation to the group as a whole with all team members to have the issue resolved with emotions and biased views kept in check. If any team member at any time feels that a task assigned to them by the group is too difficult or needs a second opinion, the team member in need can contact any member of the team through e-mail, text, phone call, weekly meetings or other approved channels of communication for help. At no time will a decision made by the team hinder or be destructive of the team dynamic or motive of the project but will be positive and keep the benefit of the project in check to achieve the highest potential of each team member.

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.

Dress Code

Dress while on site with sponsors is casual. Long pants and a t-shirt are preferred as the site is in the woods and very dirty. Team meetings will be casual attire. Presentation dress code will be business casual or formal. Staff meetings will be casual attire.

Weekly and Biweekly Tasks

Group meetings set up by the ambassador are required by all members. Ideas, conflicts, the budget, and updates to tasks will be discussed at these meetings. Each team member is required to fill out a weekly status sheet and turn it into the secretary by Friday. The secretary will send out a team update at the end of every week to summarize the overall progress made. The sponsor will be updated biweekly by means of email, phone, or meeting in person by the team leader.

Decision Making

Decisions will be made when the entire team is present and the option with the majority of the members' vote shall be the option chosen. If reasons for opposition are ethical or moral ones, the group shall reevaluate the options while taking the ethical or moral reasons into consideration. If an individual has a conflict of interest, he or she must inform the team that he or she has a conflict, but does not need to state in detail the conflict; this member should not participate in making the decision. Each team member is responsible for being ethical during decision-making, and keeping the team's interest and project requirements in mind. All team members will make the final outcome of the project their top priority during decision-making. The basic procedure that will be followed for decision-making is outlined below:

- Define the Problem – State the problem and discuss the details.
- Brainstorm Solutions – Hold a brainstorming session with team (may have more than one, depending on need). Devise multiple solutions, and discuss and validate these possible solutions.
- Acquire Background Information and Data – Using the necessary resources, gather any relevant information and data that would be required to execute the possible solutions. Use this information to extract the most plausible solution that would be successful.
- Design – Design and build a prototype of the solution. Study the construction of the prototype thoroughly, and use this information to reexamine the solution for conceivability and efficiency.
- Test – Test the prototype design and study the results of the tests thoroughly. Using these results, reexamine the solution for conceivability and efficiency.
- Final Evaluation – Compare the design of the prototype and the results of the tests to the desired outcomes from the sponsor and advisor. From this, determine the success level of this solution. Discuss whether the design can be improved or built upon, and if the team has the time, skill sets, or budget to make these changes.

Conflict Resolution

If a strong disagreement is found amongst team members the following steps shall be respectfully employed:

- Parties involved will each have a chance to present their points to the entire team.
- The team as a whole will discuss their views and thoughts on a solution.
- If no solid answer is found a team vote will occur to find the majority ruling.
- Further conflict will require the Team Leader to intervene.
- An Instructor will resolve any conflicts taken further than the previous steps.

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.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Natalie Marini	<u>Natalie R. Marini</u>	<u>9/12/14</u>
Carren Brown	<u>Carren N. Brown</u>	<u>9/12/14</u>
Sean Kane	<u>SKane</u>	<u>9/12/14</u>
Peter Hettmann	<u>Peter Hettmann</u>	<u>9/12/14</u>
Maritza Whittaker	<u>Maritza Whittaker</u>	<u>9/12/14</u>