

**FAMU/FSU College of Engineering**  
**Department of Mechanical Engineering**

**Code of Conduct**

**Team 19 - Ceramic Composite Printing**

**Names:**

**Ernest Etienne - ME**

**Cody Evans - IE**

**Sonya Peterson - ME**

**Basak Simal - ME**

**Daphne Solis - IE**

**Samuel Yang - ME**

**Re-Submitted:**

**10/19/2014**

## **Mission Statement**

Team 19 will conduct this project with professionalism, integrity, respect, and trust. Every member of this team will contribute a full effort to the creation and maintenance of such an environment in order get what needs to be done for this project.

## **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: Basak Simal**

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among group member according to their skill sets; finalizes all documents, ensures the timely submission of project deliverables, and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. She keeps the communication flowing, both between team members and Sponsor. The team leader takes the lead in organizing, planning, and setting up of meetings. Finally she gives or facilitates presentations by team members. Takes charge of the mechanical design aspects of the project.

### **Lead Researcher: Sam Yang**

He is responsible for keeping a record of all group correspondence and meeting minutes. He will know and be familiar with the mechanical design aspects of the project. Assist in modeling the design throughout the project, and fabrication of materials in the build stage. Maintains records of sources and references. Promotes extra research needs and questioning of knowledge. Will maintain relations with project co-sponsors who may not be present in regular meetings.

### **Financial Coordinator: Daphne Solis**

Be familiar with the mechanical design aspects of the project and how it relates to the manufacturability and business viability of the project. Responsible for budget administration and records of financial statements. Any product or expenditure requests must be presented to the advisor, whom is then responsible for reviewing and the analysis of equivalent/alternate solutions. Work with the Materials Specialist in selecting engineering materials and consumables based on design requirements and budgetary restrictions.

### **Materials Specialist: Ernest Etienne**

Be responsible for the materials selection and characteristics of different materials that will be used throughout the project. Assist in the decision of materials that will be used throughout the project. Work with the IEs in selecting engineering materials and consumables based on design requirements and budgetary restrictions. Know and be familiar with the mechanical design aspects of the project. Assist in modeling the design throughout the project.

## **Multidisciplinary Liaison: Sonya Peterson**

Know and be familiar with the mechanical design aspects of the project. Assist in modeling the design throughout the project. Assist in web design and content creation. Promotes extra research needs and questioning of knowledge. Take pictures to record progress of project. Edit documents and presentations for consistency and clarity. Responsible for mechatronics component selection and implementation of hardware addition to tie in electrical and mechanical parts.

## **Lead IE: Cody Evans**

He is responsible of the IE design part in support of the project. He maintains line of communication with the lead ME. He maintains project timeline including the use of Gantt charts and other project management tools. Be familiar with the mechanical design aspects of the project and how it relates to the manufacturability and business viability of the project. Help in organizing, planning, and setting up of meetings. Lead the web design process. Work with the Materials Specialist in selecting engineering materials and consumables based on design requirements and budgetary restrictions. Assist implement code for the Arduino microcontroller.

## **All Team Members:**

- Work on certain tasks of the project
- Buy into the project goals and success
- Deliver on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Respect others roles and ideas
- Take responsibility for data curation and maintaining of design records
- Know details of the design
- Present the options for each aspect to the team for the decision process
- Be responsible for overall project plans and progress
- Act in the best interest of the project should a problem arise
- Contribute content to the web design process

## **Communication**

The main form of communication will be email or phone amongst the group, as well as regular meetings of the whole team. For the passing of information, i.e. files and presentations, Dropbox will be the main form of file transfers. Each group member must have a working email for the purposes of communication and file transference. Members must check their emails frequently to check for important information and updates from the group. Although members will be initially informed via email and confirmed by any means. Meeting dates and pertinent information from the sponsor will additionally be sent over email, or sent via SMS through the GroupMe application, so it is very important that each group member checks their email frequently.

If a meeting must be cancelled, an email must be sent to the group at least 6 hours in advance. Any team member that cannot attend a meeting must give advance notice

informing the group of his absence. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

## **Team Dynamics**

The students will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult it is expected that the member should ask for help from the other teammates. Members will behave professionally and in a respectful manner.

## **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.

## **Dress Code**

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

## **Weekly and Biweekly Tasks**

Team members will participate in all meetings with the sponsor, adviser and instructor. During said times ideas, project progress, budget, encountered problems, timelines, comments and due dates will be discussed. Meetings will be structured to give every team member the opportunity to engage in the project and have their opinions heard. In addition, tasks will be delegated to team members during these meetings. Team members will be expected to inform the team weekly of their progress on assigned tasks and basic research.

## **Decision Making**

It is conducted by consensus and majority of the 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. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group 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.

- Research and Analysis – 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.

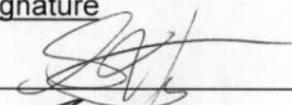
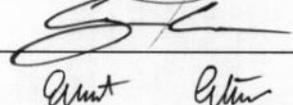
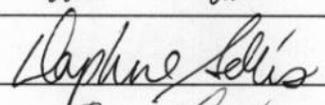
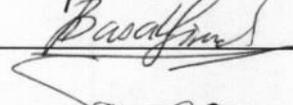
## **Conflict Resolution**

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

- Administration of a vote, if needed, favoring majority rule.
- Instructor will facilitate the resolution of conflicts.

## Statement of Understanding

By signing this document the members of Team 19 agree the all of the above and will abide by the code of conduct set forth by the group. All the items in this document are subject to change with changing circumstances

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Samuel Yang		9/10/14
Cody Evans		9/10/14
Brent Stein	Brent Stein	9/10/14
Daphne Solis		9/10/14
Basak Simat		9/10/14
Sonya Peterson		10 September 2014