

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Group #24

Magnetically Coupled Mixer/Pump System for Cryogenic Propellant
Tank Destratification

9/18/2014

Matthew Boebinger – mgb11d
Kahasim Brown – krb10d
Anthony Ciciarelli – ajc07c
Janet Massengale – jlm12c

Mission Statement

Group 24 is dedicated to providing a helpful, friendly, and professional work environment. Everyone in the group is responsible to uphold their specific responsibility in the group and work in a timely professional manner.

Roles

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

Group Leader – Matthew Boebinger

Acts as the group manager and responsibilities include developing plans and a timeline for the project; assigning tasks to group member according to their appropriate skills; finalizing all presentations and project and as well as providing input on other aspects of the project where needed. In the event of a disagreement or problem the group leader will act in the best interest of the group project.

The group leader is in charge of communication between group members, the faculty advisor, and the sponsor. He will make sure to check over all work and assignments and will work along with group members in the event of a disagreement. The group leader organizes, plans, and schedules all of the meetings. Finally the group leader facilitates all presentations by individual group members and will be responsible for the project plans and progress.

Group members:

Kahasim Brown

Work with all group members in every aspect of the project including collaboration, design, research, and presentations to complete the project.

Helps the group leader provide input when needed and is in charge of conducting necessary research required to design certain aspects of the project.

Janet Massengale.

She is responsible for knowing details of the design, and presenting the options for each aspect to the group for the decision process. Keeps all design documentation for record and is responsible for gathering all reports. In addition, she is responsible for keeping a record of all correspondence between the group and ‘minutes’ for the meetings.

She is also in charge of the group’s webpage. The webpage must be updated either weekly or every two weeks and get approval from all group members when changes are made.

Anthony Ciciarelli

In charge of the project’s budget. He is responsible for all documentation of purchases and must present all requests to the faculty advisor to get approval. A record of all purchases, receipts, and any and all documentation must be kept.

Work with all group members in every aspect of the project including collaboration, design, research, and presentations to complete the project.

All Group Members:

- Responsible for working on allotted responsibilities
- Completes assigned tasks in a timely manner
- Be effective in communications with the group
- Be open minded, listen, and contribute in group meetings
- Be respectful to all members of the group
- Attend all meetings
- Meet all deadlines

Communication

The primary form of communication will be through a Facebook group followed by email, text, and telecommunication. All documents will be typed and uploaded to Facebook for all group members to access easily. If for some reason Facebook file sharing fails Dropbox will be used as a backup system.

Each group member will be responsible for viewing and uploading all information sent through Facebook and is required to respond to all messages within six hours of the information being posted. Additionally, all emails must be checked daily incase faculty advisor wants to get in contact with any of the group members and vice versa.

Any group member that cannot attend a meeting must give advance notice of 24 hours informing the group, especially the group leader, of his/her absence. Reason for absence must be given unless there is an extenuating circumstance. Repeated absences in violation with this agreement **will not be tolerated** and it will reflect the group evaluations. If a meeting is cancelled, group members must be notified at least 24 hours in advanced in order to avoid any scheduling conflict.

Group Dynamics

Suggestions and/or constructive criticisms are welcomed within the group without fear of being ridiculed and/or embarrassed. If a task is too difficult or a group member needs assistance with a certain aspect of the project, group members are obligated to provide assistance. If any member of the group feels they are not being respected or taken seriously, that member must bring it to the attention of the group in order for the issue to be resolved. Everything done is for the benefit of the project.

Ethics

Group 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. The NSPE Engineering Code of Ethics will be strictly followed.

Dress Code

Group meetings will be held in casual attire. Sponsor meetings will be business casual and group presentations will be formal attire unless discussed by the group prior to meeting/presentation.

Weekly and biweekly Tasks

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

Decision Making

Decision making will be done in a voting system where majority rules. In the case of a split decision the group will seek the faculty advisor for a deciding vote. If a group member breaks an ethical rule the group will decide on a plan of action. All individuals shall participate in decision-making processes whether or not they have ethical conflicts of interest. Each individual is obligated to act ethically and keep the interests of the group and the goals of the project paramount. 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.
- 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.

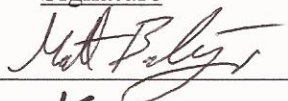


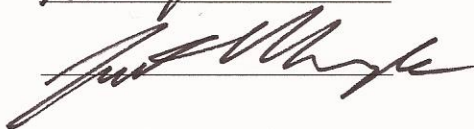
Conflict Resolution

In the event of disagreement amongst group members the following steps shall be employed:

- Communicate points of interest from both parties.
- Administration of a vote, if needed, favoring majority rule.
- Group Leader intervention.
- Instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Group 24 agrees with 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>Matthew Boebinger</u>	<u></u>	<u>9/18/14</u>
<u>Kahasim Brown</u>	<u></u>	<u>9/18/14</u>
<u>Anthony Ciciarelli</u>	<u></u>	<u>9/14/14</u>
<u>Janet Massengale</u>	<u></u>	<u>9/18/14</u>