

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team 31 Project Title: IME 2 / Design and Manufacture of a Rotorcraft

Names:

Victoria Rogers

Louisny Dufresne

Taniwa Ndebele

Robert Johnson

Mohammed Nabulsi

Chabely Amo

Kimberlee Steninman

Date: 09/12/2014

Mission Statement

The objective of this team is to work together to create a positive and professional learning environment. This will be established through trust, respect, integrity and communication. We will work in a timely manner but also carefully to ensure that the project is done properly.

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 – Mohammed Nabulsi

The Team leader is responsible for setting reasonable goals and managing project completion. Assures that workload is distributed evenly between the team members. Schedules team meetings and informs team of meeting time and place. Team Leader resolves conflicts within the team and sets meeting agendas. The team leader keeps the communication flowing, both between team members, facility member, and the sponsor.

Team members:

Financial Advisor: Louisny Dufresne

The financial advisor is responsible for the group's finances as well as keeping track of purchased parts and overall inventory. Ensures appropriate expenses and plans for funding. Any expenses or requests must be first approved by the financial advisor in order to ensure we stay in budget.

Lead ME: Victoria Rogers

The Mechanical Engineering Lead is responsible for managing ME members of team and scheduling meetings with the ME advisor. ME Lead will manage overall ME project requirements with the team leader and will keep in constant contact with ECE lead to ensure project compatibility. The ME lead will be in charge of the documentation of all drawings, reports, and all other necessary documents regarding the design of the project.

Lead IE- Chabely Amo

The Industrial Engineering Lead is responsible for managing IE members of team and scheduling meetings with the project advisor. IE Lead will manage the overall project requirements. The Lead IE is also responsible for the material selection of the project.

Webmaster/ Lead ECE : Robert Johnson

The Webmaster is responsible for maintaining the team's project website with up to date information and media. Webmaster will research and share important online information with his team mates. The Lead ECE will be in

charge of the electrical components of the project, as well as the programming of the project.

All Team Members:

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks

Communication

The primary sources of communication between team members will be through emails, phone calls, and text messages. A group me app is used to coordinate team meetings as well. Each member must check their email once daily for important information regarding the group. If a meeting is canceled, an email must be sent to the group at least 24 hours in advance. Any team member that cannot attend the meeting, must inform the group, 24 hours in advance. Repeated absence will not be tolerated.

Meetings have been established once a week; Sunday's at 2:00pm. All members are expected to attend meetings and missing these meetings without a valid excuse will not be tolerated. If a team member must miss a scheduled meeting, they must notify the entire team of their absence at least 24 hours in advance. Additional meetings will be scheduled as necessary.

Ethics

The team will follow the code of ethics and standards established by the American Society of Mechanical Engineers. The team will have a positive work environment where members will be able to express themselves freely without fear of ridicule. If any problems were to arise, they should be addressed without any repercussions. As professional engineers we will not let our emotions get in the way of team progress.

Dress Code

Casual attire can be worn for the weekly team meetings. Business casual or formal attire will be expected for presentations and or events.

Weekly and biweekly Tasks

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

Decision Making

The team as a whole will make decisions based on member votes and discussion. These decisions should be reasonable, ethical, and help the project progress. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. If the team member does not show up to the team meetings with a valid excuse, then they will forfeit their right to vote on the issue at hand. In the case of a tie on votes, the team leader will make the final decision.

- 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 that a conflict should occur the following steps should be taken:

- The individuals involved should try and come to some sort of an understanding either agree or agree to disagree.
- If the individuals involved cannot come to an agreement then the conflict must be discussed with the rest of the group.
- The conflict should be explained in a clear manner to the rest of the group then a vote should be taken.
- If the vote ends in a draw then the team leader should make a decision.
- If the team leader cannot come to a conclusion then the conflict should be resolved by some outside source such as the faculty advisor.

Statement of Understanding

By signing this document the members of Team 31 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>VICTORIA ROGERS</u>	<u></u>	<u>09/12/14</u>
<u>Louisy Distresne</u>	<u></u>	<u>09/12/14</u>
<u>Taniwa Ndebele</u>	<u></u>	<u>9/12/14</u>
<u>Robert Johnson</u>	<u></u>	<u>9/12/14</u>
<u>Mohammed Nabulsi</u>	<u></u>	<u>9/12/14</u>
<u>Chabery Am</u>	<u></u>	<u>9/12/14</u>
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