

FAMU/FSU COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

# TEAM 3 | MARINE KEEL COOLER OPTIMIZATION TOOL

*Melissa Allende*

[ma10k@my.fsu.edu](mailto:ma10k@my.fsu.edu)

*Grady Beasley*

[gob12@my.fsu.edu](mailto:gob12@my.fsu.edu)

*Stanko Gutalj*

[stankogutalj@gmail.com](mailto:stankogutalj@gmail.com)

*James Haga*

[hjh11@my.fsu.edu](mailto:hjh11@my.fsu.edu)

*Jacob Ross*

[jmr12@my.fsu.edu](mailto:jmr12@my.fsu.edu)



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*Code of Conduct*



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## ***I. Mission Statement***

Team 3 is committed to the development of technology and tools which would aid and progress the various market applications which would benefit from the project. In order to achieve such results, the team is devoted in establishing a working dynamic which inspires ingenuity and innovation while preserving professionalism, candor and deliverable reliability.

## ***II. Roles***

Specific roles are charged to each team member based on experience, skill set and preference. Team members are responsible for the role assigned to them throughout the duration of the project. The description of each role is delineated therein.

### **Project Leader**

***Stanko Gutalj***

The project leader advances the project along with the support of the team. The project leader oversees and ensures that the established plan and timeline is kept. The project leader is also responsible for promoting a positive work environment, maintaining team cohesiveness and always act in the best interest of the project. Project tasks will be delegated by the project leader to the team members based on experience and skill set. Works alongside team members towards the advancement and ultimate completion of the project.

### **Technical Liaison**

***Melissa Allende***

The technical liaison is the link of communications between the two entities involved in this project, Cummins Marine and FAMU-FSU College of Engineering. Ensures the specific goals of the project are successfully translated to meet end-user tool requirements and is executed upon

throughout the development of the project. The technical liaison defines and often will execute appropriate tests to the program to ensure a first-time product acceptance in the marine market. The technical liaison provides real-time feedback and assistance in answering any questions presented by the team members.

**Web Based Technician**      *Grady Beasley*

The web based technician strives to maintain a cohesive professional design for the team's website. The web based technician will ensure information on the website is kept up to date and ensure all data is accurate. Will uphold the responsibility to properly represent the team's sponsor and university with professionalism and dignity.

**Financial Advisor**      *Jacob Ross*

The financial advisor will be responsible for the administration of the budget for the project. The financial advisor will retain all records of credits and debits charged to the account. Requests for the use of the budget will be submitted to the financial advisor and then the financial advisor will forward the request to the team advisor/sponsor. It is the financial advisors responsibility to maintain proper analysis of the budget and communicate balances and any adjustments to the team.

**Administrative Assistant**      *James Haga*

The administrative assistant will be responsible for storing, organizing and managing team files. All deliverables will be submitted to the administrative assistant for final review to ensure accuracy and clarity. The administrative assistant is also in charge of planning and scheduling; this includes scheduling team meeting times and dates, staff meetings, tracking deliverable due dates, and key presentation dates. The administrative

assistant ensures team members are aware of these dates to ensure the timely progress for the project.

### ***III. Responsibilities for All Team Members***

Aside from each team members assigned role for the project, it is expected that the team performs together to ultimately resolve the problem presented to the team. These general responsibilities are defined by **COARSE**.

- Complete collaboration and contribution to each deliverable
- Open communication within team as well with advisor/sponsor
- Adopt team spirit and team cohesiveness
- Respect and practice proper treatment of others
- Support project goal and success while maintain professionalism
- Execute project coordination in a timely matter, ensuring proper attendance to all team meetings (unless a special circumstance arise)

### ***IV. Communication***

Team communication is critical for the success of the senior design project. Ensuring proper communication practice the team will be able to easily create new ideas and ensure project cohesiveness. Throughout the course of team meetings, members are encouraged to share new ideas, suggestions and concerns, all of which will be treated with respect and professionalism. Maintaining a positive group dynamic will help stimulate the flow of new ideas and will result in a tool which will ultimately solve the task at hand.

The team will maintain an open communication through several technological means. The team will schedule weekly meetings where the project's progress and next steps will be addressed. These team meetings will be supplemented with Skype to ensure the off-location team member is involved. Other forms of communication for ideas and tasks will be through team member's email as well as via text message.

File sharing will occur through email and through the social media group page dedicated to the team. This will allow private communication and discussion of such files which will be an integral part for meeting the demands for each deliverable. This will promote team collaborations and ensure the proper revision of the file is submitted. It is required for each team member to check email and the social media group for any updates.

If a meeting is cancelled the team must be notified, via a written source (i.e. text message, email, social media group) at least 24 hours in advance.

If a team member is faced with a special circumstance and cannot attend a scheduled meeting, the team member must notify the team (see method of communication above) with a 24 hour notice. Reason for absence will be appreciated but it is not required if personal. Repeated absence in violation to this agreement will not be tolerated and will be first discussed within the next scheduled team meeting. If absence continues, the issue will be escalated to the advisor.

## *V. Team Dynamics*

Maintaining a positive team dynamic holds its importance in ensuring productivity and team performance. Team members will trust each other while working towards a collective goal, as well as holding each other accountable for making things happen. By knowing the team, tackling problems quickly and defining roles and responsibilities, it is the goal of Team 3 to uphold such cohesiveness between the members.

It is the priority of Team 3 to foster the correct practices in order to ensure that each team member feels respected and can collaborate with any suggestion on constructive criticism without the fear of the consequences of being ridicules or embarrassed. The team also will promote camaraderie and will be open to aiding team members which may need supplementary assistance for completing assigned tasks.

## ***VI. Ethics***

In promoting a strong group dynamic and professionalism, the team must be familiar and uphold the National Society of Professional Engineers (NSPE) Engineering Code of Ethics. It is expected of the team to exhibit the highest standards of honesty and integrity throughout the course of this project and our work. As future engineers the NSPE Engineering Code of Ethics will be followed rigorously.

## ***VII. Dress Code***

The following defines the dress code which is to be upheld by all the members of the team. Weekly team meetings will be held in casual attire, although business casual attire is not discouraged. Sponsor/Advisor meetings as well as group presentations will be conducted in business formal attire. For any travel that may be necessary throughout the course of the project, the attire will be discussed among team members ahead of time.

## ***VIII. Weekly and Bi-Weekly Tasks***

Team members must participate in all team meetings as stated in the attendance portion of the Code of Conduct for Team 3. Such meetings are important to the progression of the project since ideas, budget changes, conflicts/issues, project timeline and deliverable due dates will be discussed. Team members will also be assigned tasks during these meetings and records of the progress of these tasks will be maintained by the administrative assistant to promote accountability between the team members. During these meetings, each team member will provide feedback on the progress of their assigned tasks as well as any conflicts which may have arisen, if progress is on time or delayed and future steps required to move forward.

## ***IX. Decision Making***

Decision making will be conducted by the consensus and majority of the team members. Such decisions made by the team will be taken down in writing by the administrative assistant for future team reference. 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. Such decisions will be made by an anonymous vote, where each team member will submit a single vote. Individuals with conflicts of interest should not participate in the decision making process as stated in the NSPE Code of Ethics. It is the responsibility of each team member to act ethically and uphold the best business practices for the interest of the group and the goals of the project. The steps to be followed for each decision making process is defined as follows:

- *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.

## ***X. Conflict Resolution***

In the event of a disagreement amongst the members of the team, the following stems must be respectfully employed to reach a solution to the conflict:

- The conflict will be discussed in the next scheduled team meeting. If the conflict requires to be addressed immediately the administrative assistant

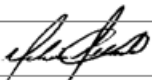
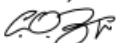
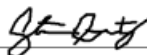

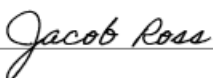


will schedule a time which does not interfere with any course/work activities for the team members.

- Proper communication must be held by the parties involved. This includes active listening by both parties and if necessary a tool for facilitating clear understanding.
- If required, and administrative vote will be conducted, submitted anonymously by each team member and counted by the administrative assistant.
- If the conflict between the members of the team escalates the team leader may intervene to attempt to resolve the issue.
- In the rare circumstance in which these steps do not resolve the issue, the instructor may be brought into discussion in order to facilitate the resolution of the conflict.

## ***XI. Statement of Understanding***

By signing this document, the team members of Team 3 agree to all of the above statements disclosed by the Code of Conduct set forth by the group.

| <b>Name</b>     | <b>Signature</b>  | <b>Date</b> |
|-----------------|---|-------------|
| Melissa Allende |  | 9/10/2015   |
| Grady Beasley   |  | 9/10/2015   |
| Stanko Gutalj   |  | 9/10/2015   |
| James Haga      |  | 9/10/2015   |
| Jacob Ross      |  | 9/10/2015   |