

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Group #13 -

General Capacitors No Contact Gap Measurement

Team Members:

Samuel Giaquinto

sdg11g@my.fsu.edu

Matt Nagy

man11b@my.fsu.edu

Forrest Parker

fjp12b@my.fsu.edu

Signed and Submitted on September 11, 2015

Team mission statement:

We will work as a team to strive for thoroughness, efficiency, and ethical behavior throughout the design and development of our project.

Team Roles:

Team Leader: Forrest Parker

- The Team Leader will coordinate regular team meetings and will be the main point of contact with the project sponsor and team advisor. They will be responsible for aiding in the development of a project schedule and making sure every member is on task.

Lead ME Designer: Sam Giaquinto

- The Lead ME Designer will evaluate and make the final decisions on the mechanical portion of the team's design. They will be responsible for keeping an organized record of design development.

Financial Advisor: Matt Nagy

- The Financial Advisor will initiate and keep records of the project budget, and will stay on top of adjustments that need to be made in budget planning.

All Team Members:

- Actively provide feedback and suggestion toward design
- Show respect to all other team members at all times
- Attend scheduled meetings
- Communicate effectively

Communications:

Primary and initial communication will take place via text messaging and phone calls, while file exchange and collaboration will take place via Google Docs, email, and the Engineering school share drive. There will also be weekly meetings scheduled to ensure the collaboration of the group members. If a meeting is scheduled 24 hours in advance and agreed upon, all members that agreed are responsible for attending.

Dress Code:

During smaller presentations, a collared shirt, pants, and dress shoes will suffice. For large presentations, a tie and belt will be required. Regular team meetings will have a casual dress code unless otherwise specified. Not wearing the proper attire will be a violation of the code of conduct.

Meetings:

Meetings will take place regularly on Wednesday afternoons at 2pm, and as often as necessary as the project progresses at the availability of team members.

Decisions:

Each member will offer their input during each step and decision throughout the project, and decisions that require it will be decided by majority vote. If there is a need for one group member to make a direct decision, it will fall to the Team Leader's discretion.

Dispute Resolution:

If there is a conflict of interest or some kind of conflict that cannot be resolved, the team's advisor will be contacted for guidance. Respect for all team members and their ideas will be essential for the team to avoid unnecessary disputes.

Ethics:

Absolutely no plagiarism or cheating will be tolerated. If it is discovered that a team member is gathering information in an unethical manner, they will be confronted and made to complete their research properly.

Statement of Understanding:

By signing this document, the members of Team 13 agree to all of the above statements and will abide by the code of conduct set forth by the group.

Name

Signature

Date
