

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team 23: Design and Development of an Autonomous Underwater Vehicle

Names:

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October 2nd 2015

Mission Statement

- Design an autonomous underwater vehicle eligible to compete in the 2016 AUVSI-Robosub competition.

Roles

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

Team members:

Team Leader – Max

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 and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project.

He keeps the communication flowing, both between team members and Sponsor. The team leader takes the lead in organizing, planning, and setting up of meetings. In addition, he is responsible for keeping a record of all correspondence between the group and ‘minutes’ for the meetings. Finally he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress

Communications Liaison: John

Passes information between team members for when things are due. Facilitates emails for the group to sponsors and advisors and between the team. Send updates to the group for meetings and when the group has to meetup.

Documentor: Ross

Tracks progression of the group and individual design progress. Keeps detailed documentation of team meetings and design work accomplished.

Financial Advisor: Corey

Manages the budget and maintains a record of all credits and debits to project account. Any product or expenditure requests must be presented to the advisor, whom is then responsible for reviewing and the analysis of equivalent/alternate solutions. They then relay the information to the team and if the request is granted, order the selection. A record of these analyses and budget adjustments must be kept.

Webmaster: Corey

Design the website to reflect the work accomplished throughout the project.

Electrical Analyzer: Erik

Provide in depth analysis on how and where electrical components should be placed within the sub, as well as provide input on the structure of the design in regards to internal electrical components.

Fundraiser: Erik

If necessary, contact other sponsors for financial support via email, call, or personal meetings. If the project itself exceeds the budget provided, financial sponsors are imperative for success.

Team Manager/ Electronics technician: Jordan

Responsible for making sure that all deadlines are met and the team is up to speed on deliverables and deadlines. Keeps team informed on all assignments and goals that need to be reached. As an electronics technician, responsible for designing any leftover electrical systems and making sure they are effective and efficient. Also designs new subsystems.

All Team Members:

- Research old projects and winning projects
- Buys into the project goals and success
- Delivers on commitments
- Adopt team camaraderie
- Actively contribute constructively (feedback)
- Communicate effectively and punctually
- Be creative but practical with design ideas
- Show respect

Dynamic:

- As the project further develops new roles may arise due to need
- Team members may resign from roles or trade roles if necessary and approved by the rest of the team
- The definitions of project roles are also subject to change based on the requirements of the team.

Communication

The main form of communication will be over phone and text-messaging among the group, preferably phone as well as through regular meetings of the whole team. Documents and presentation will be made and edited in google docs, for the convenience of location, but preferably work will be done face to face. For all completed work like document, presentation, etc. will be saved to a google drive when completed that all members have the ability to access. Although members will be initially informed via a text, meeting dates and pertinent information from the advisor will additionally be sent over email so it is very important that each group member checks their email frequently. If a meeting must be canceled, message all the members with reasonable time before hand. Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Do not miss meeting at all costs.

Team Dynamics

The team members will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without being ridiculed. If any member on this team needs assistance on a specific task it is expected that the member should ask for help from the other teammates. If any member of the team feels they are not being respected, taken seriously, or not given enough responsibility that member must bring it to the attention of the team in order for the issue to be resolved. Emotions must not affect our decision making or team communications. Everything done is for the benefit of the project and the end product will benefit with clear communication and cooperation amongst the team members.

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. There will be stringent following of the NSPE Engineering Code of Ethics. Fight for this design.

Dress Code

Team meetings will be held in casual attire, just show up. Advisor meetings will be in casual attire. Presentations will be in business casual clothing. All meetings where physical components are being assembled or manufactured for the design closed toed shoes and appropriate safety equipment are required.

Weekly and biweekly Tasks

Team members will participate in all meetings with the 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 to

group meetings will be allowed if given a reasonable excuse for their absence, however continual absences can be discussed as a possible group conflict.

Decision Making

Achieving the goal of the project will be the top priority for each group member. Decision will be made strictly by majority rule. If the group is split on a decision the opinion of the advisor takes precedence. Individuals with conflicts of interest will be found and dealt with accordingly. It is up to each individual to act ethically and for the interests of the group and the goals of the project.

Conflict Resolution

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

- Communication of points of interest from both parties which may include demonstration of active listening by both parties through paraphrasing or other tool acknowledging clear understanding by both parties.
- Administration of a vote, if needed, favoring majority rule.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.
- If needed, the team members may perform a vote to exile a team member to be a civil engineer

This Document is a Living Document

This document is subject to change over the duration of the project, as deemed necessary by the team

Statement of Understanding

By signing this document the members of Team 23 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date
