

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team 1 – Cummins Super Seal

Names:

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Mission Statement

Team 1 is dedicated to ensuring a positive work environment that uses professionalism, integrity, respect, and trust. With unrelenting commitment, we will strive to continuously exceed expectations through the production of a high quality product that positively impacts the lives of our customer while promoting mutual success.

Roles

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

Project Lead: Christian Milione

Acts as the liaison between the customer and the team. Manages both the team and projects a whole; organizes and implements the timeline for project targets, as well as the plan for how to achieve these targets. Delegates tasks among group member according to their skill sets; finalizes all documents and provides input on other positions where needed. The project lead is responsible for promoting continual synergy and teamwork needed for success throughout the life of the project. If a problem arises, the project lead will act in the best interest of the customer, team, and overall project.

Team Members:

Financial Advisor: Jonathan Strickland

Manages the budget and maintains a transparent record of all credits and debits to the project account. Any product or expenditure requests must be presented to the advisor, whom is then responsible for the review and 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. If a request is made for any of the information relevant to the job role of the Financial Advisor, the request should be fulfilled in a professional and timely manner.

Principal ME: Kyle Brooks

Takes charge of the mechanical design aspects of the project. He is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process. Keeps all design documentation for record and is responsible for gathering all reports.

Research Coordinator/Chronicler: Olaniyi Ogunbanwo

Will lead all research to be done for this project. Responsible for the collection, maintenance, and distribution of all project related documents; this includes information needed for any report, correspondence between team members, and meeting minutes. Will ensure all records kept are clear and concise for any who

may request them. Furthermore, the research coordinator is accountable for the collection of all photos/videos pertinent to the project.

All Team Members:

- Work on their respective tasks of the project effectively
- Strives for the fulfillment of project goals and success
- Delivers on commitments
- Adopts and promotes team spirit and cohesion
- Listen and contribute constructively
- Respect others roles and ideas

Communication

The main form of communication will be over phone and text-messaging among the group, preferably phone as well as through weekly team. Email will be a secondary form of communication for issues that are not deemed time-sensitive. For the passing of information, i.e. files and presentations, email will be the main form of file transfer and proliferation. In addition, a form of cloud storage such as Dropbox may also be used to facilitate information sharing, as well as individual task completion and effective time management.

Each group member must have a working email for the purposes of communication and file transference. Members must check their emails regularly for important information and updates from the group. Although members will be initially informed via a phone call, meeting dates and pertinent information from the sponsor 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, correspondence must be sent to the group at least 24 hours in advance. Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

Team Dynamics

The students will work as a team while allowing one another freedom to make any suggestions or constructive feedback. Any retaliation against such team member will not be tolerated. If any member on this team finds a task to be too difficult it is expected that the member will ask for help from an appropriate source, i.e. project lead, professors, industry professionals such as the sponsor, etc.. If any member of the team feels they are not being respected or taken seriously, that member must bring it to the attention of the project lead in order for the issue to be resolved. All actions taken must follow logic over emotion, and will be done to benefit the team/customer rather than the individual.

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 customer, the team, and the profession as a whole. This Code is to be strictly adhered to in any and all actions any member of the team performs, with the understanding that there will be zero tolerance for any indiscretion.

Dress Code

Team meetings will be held in casual attire. Sponsor meetings and group presentations will be business casual to formal as decided by the team per the event. The attire for the meetings will be discussed at least 24 hours prior to the meeting.

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. The team will meet together at a minimum of once per week to discuss the project timeline and what is to be done.

Decision Making

Any decision made will be conducted by consensus. 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. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. It is up to each individual to act ethically, keeping the best interest of the project of paramount importance. 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 dispute amongst team members the following steps shall be respectfully employed in order, proceeding to the next level of action if the previous does adequately resolve the conflict:

- 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.
- Administration of a vote, if needed, favoring majority rule.
- Project lead will decide course of action based on the best interest of the project.
- Instructor will facilitate the resolution of conflict if absolutely needed.

Statement of Understanding

By signing this document the members of Team 1 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date
