

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team # and Project Title:

Team 5

High Speed Motor Test Rig

Team Members:

Names

Jack Pullo

Alexander Jurko

Jonathan De La Rosa

Fehintoluwa Aponinuola

Contact Email

jap12c@my.fsu.edu

adj13c@my.fsu.edu

jgd12@my.fsu.edu

fehintoluwa1.aponinu@fam.u.edu

Date:

16th September, 2016

Mission Statement

The Turbocor Team 5 is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust. Every member of this team will contribute a full effort to the creation and maintenance of such an environment in order to bring out the best in all of us as well as this project.

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 – Alexander Jurko

Manages the team as a whole, develops a plan and timeline for the project, delegates tasks among group members 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 the sponsor. The team leader takes the lead in organizing, planning, and setting up 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.

Team members:

Financial Advisor – Jack Pullo

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, who is then responsible for reviewing and analysing equivalent/alternate solutions. The advisor then relays the information to the team, and if the request is granted, the selection will be ordered. A record of these analyses and budget adjustments must be kept.

Lead ME – Jonathan De La Rosa

Takes charge of the mechanical design aspects of the project, keeps line of communication with the sponsor and 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.

Web Designer – Fehintoluwa Aponinuola

The Webmaster will be responsible for designing, managing and updating all the content of the project website. These updates will include documenting the project milestones and progress on the webpage. This webpage will showcase all project details for the reading of peers, sponsors and engineering college faculty.

All team members:

- Work on certain tasks of the project;
- Buy into the project goals and success;
- Deliver on commitments;
- Adopt team spirit;
- Listen and contribute constructively (feedback);
- Are to be effective in trying to get messages across;
- Are to be open minded to the ideas of others;
- Respect others' roles and ideas; and
- Be ambassador to the outside world in owning tasks.

Communication

The main form of communication will be over phone, text-messaging and a software application – GroupMe – among the team, to form regular meetings and discuss design progress. Email will be a secondary form of communication for issues not time-sensitive. For passing information, i.e., files and presentations, email will be the main form of file transfer and proliferation.

Each group member must have a working email for the purposes of communication and file transference. Members must check their emails at least twice a day to check for important information and updates from the group. Although members will be initially informed via phone call, meeting dates and pertinent information from the sponsor will also be sent via email so it is very important that each group member checks their email frequently. If a meeting must be canceled, an email 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 is not required if personal. Repeated absence in violation with this agreement will NOT be tolerated.

Team Dynamics

The students will work as a team, while allowing one another to feel free to make any suggestion or constructive criticism without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult, it is expected that the member should ask for help from the other teammates. If any member of the team feels that they are not being respected or taken seriously, that member must bring it to the attention of the team in order for the issue to be resolved. We shall NOT let emotions dictate our actions. Everything done is for the benefit of the project, and together everyone achieves more.

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 serious following of the NSPE Engineering Code of Ethics.

Dress Code

Team meetings will be held in casual attire. Dressing for meetings with the sponsor and group presentations will be either business casual or formal, as decided by the team per the event.

Weekly and Biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser and instructor. During these 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. Repeated absence will NOT be tolerated.

Decision Making

Decision making is conducted by consensus and the majority of the team members. 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 shouldn't participate in decision-making processes but don't need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group member. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem, understand it and discuss among the group.
- Tentative Solutions – Brainstorm possible solutions and discuss among the group the most plausible solution.
- Data/History Gathering and Analyses – Gather necessary data required for implementing a tentative solution. Re-evaluate the 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.

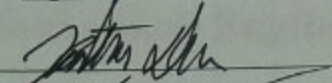
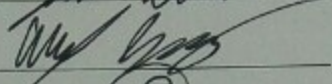
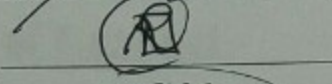
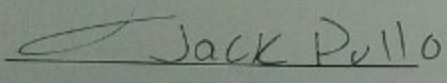
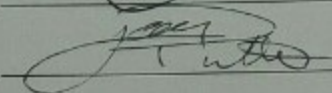
Conflict Resolution

In the event of 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 tools acknowledging clear understanding.
- Administration of a vote, if needed, favoring majority rule; if there's a tie, the instructor will get involved.
- Team leader intervention.
- Instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 5 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>Jonathan DeLaRosa</u>	<u></u>	<u>9/15/16</u>
<u>Alexander Jurko</u>	<u></u>	<u>9/15/16</u>
<u>Fehintoluwa Aponinuola</u>	<u></u>	<u>9/15/16</u>
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