

**FAMU/FSU College of Engineering**

**Department of Mechanical Engineering**

**Code of Conduct**

**Team #7**

**Names: Joe Nowicki  
Raymond Lessig  
Daniel Kozell  
Kraig Williams**

**Human Type Target System**

**Contact Email: [jdn14@my.fsu.edu](mailto:jdn14@my.fsu.edu)**

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## **Introduction**

Team 7 is eager to work with Lockheed Martin (hereinafter referred to as "Sponsor") and under the direction of Dr. Patrick Hollis (hereinafter referred to as "Advisor") on the assignment of the Human Type Target System. Cumulating their years of study of Mechanical engineering, as well as their various real world experiences, they plan to provide a great value to the Sponsor and create a solution which will be used by the Sponsor in the future.

## **Mission Statement**

Team 7 is dedicated to maintaining the highest levels of professionalism throughout every interaction, both within the team as well as with those outside of it. The team will be characterized by unity, communication, integrity, and respect. Every member of this team will be fully committed to serving the team and seeing to the success of the project to the best of their cumulative ability.

## **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 – Joe Nowicki**

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 facilitates communication between team members and the 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 recording progress and notes 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 – Kraig Williams**

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.

### **Lead ME – Daniel Kozell**

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.

### **Web Designer – Raymond Lessig**

Responsible for designing and updating the team website, keeping it up to date with the progress of the team. Since the website is one of the main forms of tracking progress, especially by outside members such as advisors and sponsors, consistent and correct updates will be crucial to the team's success.

### **All Team Members Will:**

- Work on their assigned portion of the project
- Assist their teammates with their assignments
- Have a vested interest in the project, including its goals and success
- Deliver on their commitments
- Contribute as a team
- Listen and provide feedback constructively
- Communicate effectively
- Be open minded and respectful of 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 regular meetings of the whole team. Email will be a secondary form of communication for issues not being time-sensitive. For the passing of 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 group messaging, meeting dates and pertinent information from the sponsor will additionally be sent over email, both to ensure effective communication as well as leave a traceable trail of communication.

In the event of a cancellation or major change in plans, all members will communicate via text or other means that they have received the news.

In the event that a particular team member will be unable to attend a set meeting, he will inform the other team members as early as reasonably possible, allowing them to decide if they will continue to hold the meeting without the other member, or if they will reschedule. This will be most easily facilitated by using the group text message conversation.

## **Team Dynamics**

The group will interact in a manner conducive to productivity and constructive criticism, moving forward with previously communicated plans, as well as clearly communicating any new information with the rest of the group. In the event that a certain assignment is found to be too much for the assigned group member, it is expected that he will reach out to his teammates for help. All team members will be able to bring forth ideas without fear of ridicule or mocking, in order to facilitate the best design team environment possible.

## **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. Even more so, it is expected that each member will follow their own code of ethics to a higher standard, such that there will be no conflict in the first place. In the event of a conflict of interest or an ethical question, the NSPE Code of Ethics will be used as a guide.

## **NDA**

Group 7 understands the severity of their work which they have agreed to do for Lockheed Martin. They also fully expect to sign and comply with a Non-Disclosure Agreement (NDA), to be furnished by Lockheed Martin. Intellectual property as well as any other information or products, regardless of whether or not they are commercially available, will be handled with the utmost care and respect for the owning corporation.

## **Dress Code**

There will be no dress code for team meetings. Sponsor meetings and group presentations will be business casual to formal as decided by the team per the event.

## **Weekly and biweekly Tasks**

Team members are expected to participate in all formal meetings with the sponsor, adviser and instructor. During these times all manner of relevant info will be discussed, including but not limited to, ideas, project progress, budget, conflicts, timelines and due dates. In addition, tasks will be delegated to team members during these meetings. All absences and late arrivals are to be avoided within reason. Those which are unavoidable are expected to be communicated with the other team members ahead of time.

## **Decision Making**

Major decisions which affect the group shall be conducted by consensus of the team members, following logical discussion of the various options. 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 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. A loose framework of steps to be followed for each decision-making process is listed as follows:

- Problem Definition – Define the problem and understand it as a group.
- Tentative Solutions – Brainstorms possible solutions. Discussion of plausibility.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solutions. Possibly eliminate solutions.
- 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.

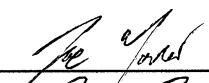
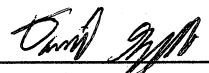
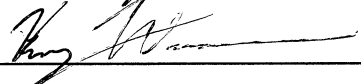
### Conflict Resolution

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

- Communication of points of interest from both parties. This may include demonstration of active listening by both parties, as well as respectful debate and discussion.
- Team Leader intervention.
- In the event of a seemingly irreconcilable conflict, instructor will be contacted.

### Statement of Understanding

By signing this document the members of Team 7 agree to 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>Joe Nowicki</u>	<u></u>	<u>15 SEP 16</u>
<u>Raymond Lessig</u>	<u></u>	<u>15 Sep 16</u>
<u>Daniel Kozell</u>	<u></u>	<u>9/15/16</u>
<u>Kraig Williams</u>	<u></u>	<u>9/15/16</u>