

**FAMU/FSU College of Engineering**

**Department of Mechanical Engineering  
Department of Electrical and Computer Engineering**

**Code of Conduct**

**Team 13: Extra Lightweight Thermal Design of a New Generation PV  
Converter**

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## **Mission Statement**

Team 13 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 – Melanie Gonzalez**

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. She 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, she is responsible for keeping a record of all correspondence between the group and 'minutes' for the meetings. Finally, she gives or facilitates presentations by individual team members and is responsible for overall project plans and progress.

## **Team members:**

### **Financial Advisor – Tianna Lentino**

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: Colleen Kidder**

Takes charge of the mechanical design aspects of the project.

Keeps line of communication with the lead ECE.

She 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. She must report all ME deadlines to lead ECE.

### **Lead ECE: Melanie Gonzalez**

She is responsible for the electrical design part in support of the project. She maintains line of communication with the lead ME. She keeps all design

documentation for record and submits reports to ME lead. She must report all ECE deadlines to lead ME.

**Webmaster: Leslie Dunn**

She is responsible for developing and maintaining a website that follows the group progress of the project. She also be responsible for compiling final presentation. Website will include group member information, reports, timelines, and any other required or requested material.

**Lead CAD Designer: James Hutchinson**

He is responsible for overseeing and finalizing all CAD designs related to the project. Sends designs to Lead ME and ECE and Webmaster.

**All Team Members:**

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Effectively communicate ideas
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks
- Meet once a week for weekly team meetings
- Gives acknowledgements to requests

**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 a text-message, 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, an email or text-message 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 to feel free to make any suggestions or constructive criticisms 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 they are not being respected or taken seriously, that member must bring it to the attention of the team by the next weekly meeting 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. Any constructive criticism directed towards an individual should be done peer-to-peer unless the entire group benefits from the criticism.

## **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.

## **Dress Code**

Weekly team meetings will be held in casual attire. Sponsor meetings will be business casual and group presentations will be formal.

## **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.

## **Decision Making**

It is conducted by consensus and majority of 4 out of 5 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 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. 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 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 next weekly meeting.
- Administration of a vote, if needed, favoring majority rule.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

### Statement of Understanding

By signing this document, the members of Team 13 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>Melanie Gonzalez</u>	<u>Melanie Cayley</u>	<u>9/16</u>
<u>James Hutchinson</u>	<u>James Hutchinson</u>	<u>9/16</u>
<u>Leslie V Dunn</u>	<u>L V D</u>	<u>9/16/16</u>
<u>Colleen Kidder</u>	<u>Colleen Kidder</u>	<u>9/16/16</u>
<u>Tianna Lentino</u>	<u>Tianna Lentino</u>	<u>9/16/16</u>