

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team 14: Noise Mitigation in Turbine Bypass Line

Names:	Contact Email:
Chad Adams	cea12b@my.fsu.edu
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Date: 9/16/2016

Mission Statement

The goal of Team 14 is to demonstrate a professional and ethical problem solving approach to engineering based obstacles. In order to do so our team member's individual skillsets and talents will be focused and combined to perform as an exceptional team of engineers.

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: Chad Adams

The team leader is responsible for managing team affairs internally as well as ensuring communication externally with the sponsors and advisors. The team leader will develop the timelines and delegate tasks among members of the team accordingly. If a conflict emerges the team leader will ensure a solution is found and that team productivity does not falter. The team leader is responsible for overall communication records and team progress.

Team members:

Website Designer: William Mauch

Responsible for the design and development of the team website including website creation and upkeep. The team website is invaluable in helping to keep communication between the team and sponsor. The website designer will update weekly, or as frequent as necessary.

Financial Advisor: Austin Houser

The financial advisor will keep financial account information including but not limited to the credits and debits on record to ensure the planned budget is followed. The financial advisor is responsible for researching spending alternatives in order for the project to finish under budget, this includes thoroughly communicating any budget issues with the team and team leader.

Lead ME: Luis Figueroa

The lead ME is responsible for knowing all details of the design, including any aspects of the mechanical design. They are responsible for presenting the options for each aspect to the team for the decision process. In addition they are required to keep well organized and detailed documentation of all design iterations.

All Team Members:

- Communicate effectively within the team
- Be able to assist on all aspects of the project in some form
- Respect all team mates, their ideas, and their roles
- Demonstrate professionalism to the sponsors and advisors
- Be able to effectively take initiative on their assigned tasks
- Follow all project timelines and commitments

Communication

- Main communication will be over the phone and text-messaging among the group.
- Non time sensitive information can be sent through email as needed.
- All group members are required to have a working email that will be checked regularly to ensure all information is received.
- Information will additionally be shared through online sharing websites, and no information will be removed from the site without prior consent of the team leader.
- If a group member is unable to attend a meeting, they are required to inform the team leader at least 24 hours in advance, excluding emergency situations.
- If a group member would like to set up a meeting with an advisor or sponsor, they can contact the team leader and they will pass on the information.

Team Dynamics

All team members will be allowed to add any input or ideas without the fear of criticism or retribution from the remaining group members. If any team member is having difficulty with a task, they are free to ask other group members for assistance regarding said task. If any member of the team feels they are being disrespected by the group, they have the right to bring those concerns to the team leader and any necessary actions will be taken to ensure the issues are resolved.

Ethics

Members of the team are required to abide by the NSPE Engineering Code of Ethics for the safety of their team, the client, the public.

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.

Weekly and biweekly Tasks

Team members are expected to appear and contribute in all meetings including with the sponsor, advisor, and instructors. Meeting material will be decided prior to the meeting, additional meeting requests or problems can be sent to the team leader for discussion. Absences are not acceptable unless prior notification is given or emergency circumstances.

Decision Making

All decisions will be made jointly as a team in an ethical manner that will benefit the project and team as a whole. If any ethical or moral objections arise, they will be addressed as a team until a resolution can be found. The objective of the team is to successfully complete the goal given and ensure the satisfaction of the sponsor to the team's utmost ability. The steps below will be used during the 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.

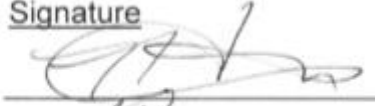



Conflict Resolution

In the event of a conflict or dispute 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.
- 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 14 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>Austin House</u>	<u></u>	<u>9/16/16</u>
<u>Luis FIGUEROA</u>	<u></u>	<u>9/16/16</u>
<u>Chad Adams</u>	<u></u>	<u>9/16/16</u>
<u>William March</u>	<u></u>	<u>9/16/16</u>
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