

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team 16- Microalgae Bioreactor

Names:	Contact Email:
Grandchamps Terry	tg13h@my.fsu.edu
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Mission Statement

Team 16 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 appointed a specific role based on their experiences and skill sets and is responsible for all here-within:

Team Leader: Terry Grandchamps

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. He keeps the communication flowing, both between team members and Sponsor.

Team members:

Financial Advisor, Production/Construction Engineer: Oluwafemi Ojo

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.

Reviewing project specifications, documents, drawings, data sheets & vendor manuals for mechanical machinery & equipment installation. Also, work in close relation with the Design Engineer.

Research/Development Engineer: Trevor Gwisz

Research – using mathematical modeling to work out whether new developments and innovations would work and be cost effective. Responsible for summarizing research results and communicating findings to internal and external bodies.

Design Engineer: Tristan Walter

Design – turning research ideas into technical plans for prototypes using computer-aided design (CAD) and computer-assisted engineering (CAE) software.

Testing – collecting and analyzing data from tests on prototypes modifying designs and re-testing if the need arises.

All Team Members:

- Work on certain tasks of the project
- Buys into the project goals and success

- Delivers on commitments
- Adopt team spirit
- Communicate and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks

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. An email will be a secondary form of communication for issues not being time-sensitive. For the passing of information, i.e. files and presentations, an 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 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, 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. The 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 of 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 in order for the issue to be resolved. Everything will be done to ensure 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 stringent following of the NSPE Engineering Code of Ethics.

Dress Code

Team meetings will be held in casual attire while 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 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 the team members. Should ethical/moral reasons be cited for a 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 a 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 a 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.
- The instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 16 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>
Tristan Walter	Tristan Walter	09/16/16
Oluwafeni Ojo	Oluwafeni Ojo	09/16/16
Terry Grandchamps	Terry Grandchamps	09/16/16
Trevor Gwisz	Trevor Gwisz	09/16/16