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Team 13: Code of Conduct

Gregory Boldt, Latarence Butts, Brandon Eiler, Jordan Lane-Palmer, Deshon Purvis, Natalie Villar, Justin Wawrzyniak

FAMU-FSU College of Engineering 2525 Pottsdamer St. Tallahassee, FL. 32310

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Mission Statement

Team 13 (Drone Disabling Device project team) 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

All team members are responsible for any role(s) they are assigned. Specific roles are assigned based on each team member's skills and are included in the following:

Project Manager

Responsible for communication with our sponsor in a professional and timely manner. Will assign tasks for team members and will look over final results prior to submission. Project manager will organize and schedule team meetings and any other necessary events. Responsible for enforcing all code of conduct rules and promoting team enthusiasm.

Lead Mechanical Engineer

Oversees the design, build, and testing of mechanical aspects of the project. Cooperatively works with other lead engineers on tasks overlapping multiple disciplines. Verifies integrity of mechanical systems of the project. Responsible for ensuring all mechanical documents are accurate and transferred to scribe upon completion.

Lead Computer Engineer

Oversees the design, build, and testing of programming aspects of the project. Cooperatively works with other lead engineers on tasks overlapping multiple disciplines. Responsible for ensuring computer aspects of the design integrate with the rest of the

design. Responsible for ensuring all computer documents and source code are accurate and transferred to scribe upon completion. Also acts as assistant webmaster.

Lead Electrical Engineer

Cooperatively works with other lead engineers on tasks overlapping multiple disciplines. Responsible for design, production, integration, and documentation of all electrical aspects including, but not limited to circuitry, hardware, and fields.

Financial Advisor

Handles the overall project budget and documents all financial related expenses. Prior to the purchase of parts, the financial advisor must find multiple competitive quotes and receive approval from advisor.

Webmaster

Creates a team website that is easily accessible and user friendly. Responsible for keeping website up-to-date with the latest reports and presentations.

Scribe

The main responsibility of the scribe is to keep documentation of all team activities. This includes maintaining the evidence book and acquiring all documents from other leads. Any emails or phone calls deemed important must be recorded by the scribe.

All Team Members:

- Abide by code of conduct
- Active participation in the project
- Delivers on commitments
- Be open minded to ideas and comments from all other members
- Be respectful to all team members, advisors, and sponsors

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- Ask for assistance from other team members when needed
- Promote a positive team image

Organization Chart

	Webmaster	Lead ME	Lead EE	Lead CPE	Scribe	Project Manager	Financial Advisor
Justin Wawrzynaik					◆		
Natalie Villar				◆		◆	
Deshon Purvis	◆			◆			
Jordan Lane-Palmer		◆					
Gregory Boldt		◆					
Brandon Eiler	◆			◆			
Latarence Butts			◆				

Figure 1 is an organization chart indicating what roles each member will be responsible for.

Weekly Meeting Times

Each team member’s availability was given and consolidated to the calendar shown in figure 2 (last page). Weekly team meetings have been tentatively scheduled for the weekends. Weekday meeting can be coordinated if necessary but must be respectful of team member’s stated availability.

Communication

The main outlets for communication will be over the phone and text-messaging on the team GroupMe chat. Secondary forms of communication will include emails for documentation purposes and comments left on documents in the team Google Drive.

GroupMe chat notifications are not allowed to be silenced for any reason. Group members will be courteous and not “blow up” the GroupMe chat with excessive messages. Team member will send only project related messages via the GroupMe chat.

Emails must be checked at least once daily by all group members but 2-3 times is preferred. All information from the sponsor or critical group decisions will be sent via email. Time-sensitive information may also be added into the GroupMe chat or communicated over the phone.

Meeting cancellations must be sent to all group members via the GroupMe chat. It is preferred that a 1-2 day heads up on cancellations will be given. It is unlikely that a group member can attend all team meeting and must inform the group in advance if they cannot attend a team meeting. The absent group member(s) must provide a valid explanation for missing the meeting except if for personal reasons. Repeated absences will be brought to Dr. McConomy's attention for further action.

Team Dynamics

Team members are encouraged to be a part of all aspects of the project and not confined entirely to their roles. Team member are encouraged to voice all suggestions, concerns, constructive criticism, and/or ideas they may have. Sexual harassment or disrespect of any kind will not be tolerated and will be addressed immediately. All members should embrace roles, responsibilities, and tasks that challenge them but should feel comfortable asking for help if needed. At the end of the day, we shall work as a team to ensure deadlines are met.

Ethics

All team members should be familiar with ethics taught in Engineering Design Methods (EML4550) and NSPE Engineering Code of ethics. The group should ask the sponsor about any confidential information that needs to be protected when speaking with industry competitors.

Dress Code

There is no dress code set forth for team meetings. A business casual dress code will be adopted for sponsor meetings and may be subject to lessen if deemed suitable by the group. A strict business formal dress code will be enforced for group presentations.

Weekly and Biweekly Tasks

Weekly and Biweekly tasks will be delegated at team meetings and work on through the team Google Drive. Therefore, attendance to these meetings are required. Absences to team meeting without meaningful excuse is not allowed and will be reflected on team member reviews.

Decision Making

A voting system will be implemented for all decisions made relating to the project. The majority of the team must agree and that decision must be documented. Any members who are believed to have a conflict of interest in the decision making process are excluded from voting. Potential ethical and moral conflicts should be considered during all decision making processes. Proper research must be done prior to decision making to help ensure a proper decision is made.

Conflict Resolution

If a conflicting event occurs between team members, the following rules shall apply:

1. All parties will be given a chance to present their argument free of interruption.
2. Team members must actively listen to the arguments presented and attempt to understand the pros/cons.
3. The event shall be resolved with a vote, favoring the majority.
4. Project Manager will have final say for a split decision.
5. If conflict continues, instructor intervention is required.

Statement of Understanding

By signing this document, the members of Team 13 agree to all the above and will abide by the code of conduct set forth by the group.

<i>Name</i>	<i>Signature</i>	<i>Date</i>
<u>Natalie C. Villar</u>	<u>Natalie Villar</u>	<u>09/22/17</u>
<u>Justin M. Wawrzyniak</u>	<u>Justin Wawrzyniak</u>	<u>9/22/17</u>
<u>Gregory Boldt</u>	<u>Gregory Boldt</u>	<u>9/22/17</u>
<u>Jordan M Lane-Palmer</u>	<u>Jordan Lane-Palmer</u>	<u>9/22/17</u>
<u>Deshon A Purvis</u>	<u>Deshon Purvis</u>	<u>9/22/17</u>
<u>Latarence Butts</u>	<u>Latarence Butts</u>	<u>9/22/17</u>
<u>BRANSON ELLER</u>	<u>Branson Eller</u>	<u>9/22/17</u>

Team Member Availability

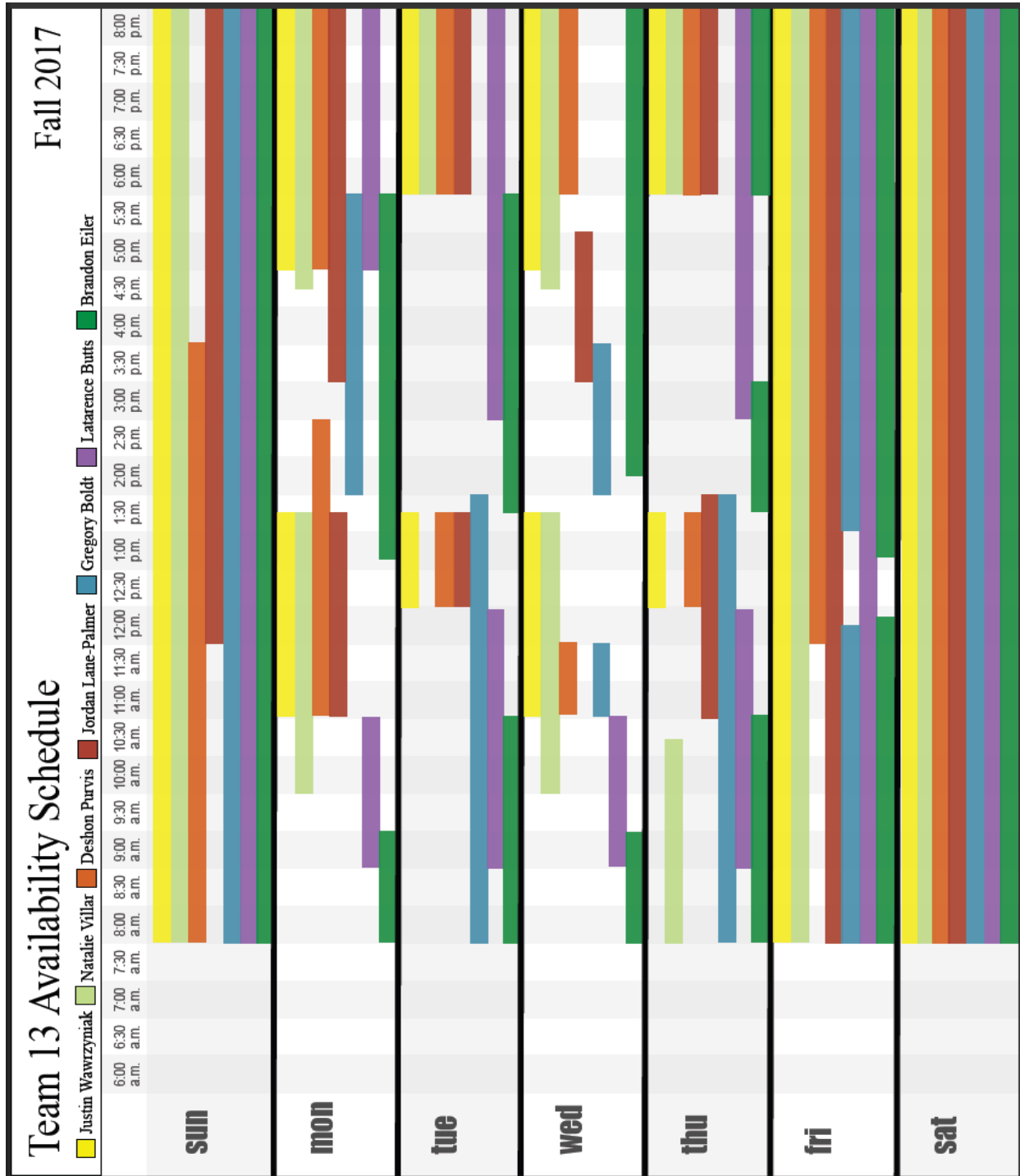


Figure 2 shows a calendar representation of all team members weekly availability.