

**FAMU/FSU College of Engineering**  
**Department of Mechanical Engineering**  
**Code of Conduct**

**Project Title: Kiter Generator**

**Team 16**

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## **Mission Statement**

Team 16 is dedicated to harboring an atmosphere of respect, support, and open communication between all individuals. Professionalism and honesty are values which are expected of all members and are of the utmost importance. Each member is expected to contribute fully to this project and to this group atmosphere.

## **Team Roles**

Each member of this team is designated a specific role based on their area of expertise and skill sets.

### **Team Leader - Jared Gremley**

The team leader's overall responsibility is to conduct and maintain the team's overall operations. The team leader's responsibilities include but are not limited to: initializing plans and timelines to complete various aspects of the project, allocating assignments for members based off of their strengths and weaknesses, reviewing final submissions of documents and assignments, and providing assistance or input wherever needed. Additionally the team leader should foster synergy and cohesion amongst team members. In the event of a disagreement, the team leader will act in the best interest of the project. Furthermore, the team leader should facilitate and inform all parties on communications between the project sponsor and team members. Ultimately, the team leader is accountable for achievement of the project and its goals.

### **Financial Advisor - Andrew Barba**

The financial advisor is responsible for but not limited to: managing the budget, maintaining a record (electronically and paper) of all project related credit and debit charges to the project account. Any product, part, or expenditure (ex: machine shop cost) needs must be presented to the advisor. The advisor is then responsible for reviewing the desired need/want and determining if an alternate or equivalent solution exists. The information of approval or disapproval will then be relayed to the whole team and if the request is granted, the financial advisor will then proceed with the purchase. A detailed record of these analyses and budget adjustments must be kept by the financial advisor and be accessible either electronically or physically at all times.

### **Lead Electrical/Software Engineer - Brian Lyn**

Often referred to as the Lead EE or ECE, this position heavily refers to the electromechanical aspect for this project. Sensor selection, circuit designs, and software optimization should be approved by the Lead ECE before finalization. Because this team specifically comes from a purely mechanical background, the Lead ECE should attempt to explain the system circuitry to the group to help keep the team as a whole aware of the general concept within their design. The primary workload regulated to this position will mostly exist within the scope of software development such as; Matlab Simulations, IDE Software, and HTML. Given the centralized software knowledge, this position will also be in charge of the team's website design, as required by the Senior Design Lecture.

### **Lead CAD - Libni Mariona**

The Lead CAD is responsible for reviewing and approving all CAD design aspects of the project prior to submission towards: The ME Shop, Sponsor, or for other reasons requested by the Lecture. This position is responsible for turning the team ideas into a CAD prototype.

### **Lead Mechanical Engineer - Simone Nazareth**

The Lead ME is responsible for managing the mechanical design aspect of the project. This position is also responsible for understanding design details, and must be able to communicate aspects of said designs to other team members during design selection processes. This includes communication with the Lead ECE and Lead CAD regarding details of the designs to be incorporated into the software or design models, respectively. Additionally, the Lead ME is responsible for the organization of design documentation and reports.

### **All Team Members Must:**

- Equally contribute to the project
- Be respectful of all other team members
- Listen to all ideas presented by team members
- Respect one another
- Provide feedback on ideas
- Communicate and participate in meetings

## **Communication**

The main form of communication will be through text messages and weekly meetings on Tuesday and Thursdays. Any absences or cancelations to a meeting must have a 24-hour prior notice.

Any project documentation will be shared in the google drive or by email. Team members are required to check their emails and the google drive at least twice daily for any important information and updates.

The main communication with individuals outside of the team will be through email that must be reviewed by at least one other member. When a team member has a verbal conversation with information pertinent to the project, the team member will document and date all the information in the google drive describing the conversation.

## **Team Dynamics**

Each member of Team 16 will work together to achieve the same final goal. This does not limit individual goals or tasks being assigned to each member which will require the individual to work on his/her own time. Team 16 will ensure a non-hostile communicating environment, allowing each team member the freedom and confidence to make any type of suggestion, comment, or constructive criticism without the fear of being made fun of or singled out. If any member of this team finds any individual task too difficult to complete and has shown an honest effort to complete the task, then the member is required to ask for help from the other teammates or any other source. If any member feels that they are being singled out for their work, or simply being disrespected, they are required to bring the issue to the attention of the entire team in order for full resolution of the issue. Team 16 will never let emotions dictate

actions and will respect whatever is in our best interest in regards to the project. All work is done to benefit the project and working together as a team ensures quality.

### **Ethics**

All members of Team 16 are required to exhibit the highest standards of honesty and integrity not only internally within the team, but to the public, the client, the employer, and the profession. Team members are required to be familiar with the NSPE Engineering Code of Ethics as these terms will be the standard of each member of Team 16's ethical behavior each day.

### **Dress Code**

Informal design meetings will have no dress code requirements. Formal business attire is expected for all official meetings and presentations, unless otherwise announced democratically by the group prior to the individual events. Exceptions to requested dress codes must be announced to and accepted by the entire team within at least 2 hours of the official start time of the posted event.

### **Weekly and Biweekly tasks**

Weekly mandatory meetings will occur at the earliest time provided after the Senior Design Lecture on Tuesdays. On days without lecture, the meeting times will occur at 2PM, the time Senior Design Lecture is scheduled to normally start. Thursdays after Senior Design are designated for overflow meetings, overflow meetings will be determined weekly based on the progress completed in the Tuesday Meeting. Overflow meetings are not designed to be meeting

times for individuals to work on individual project assignments, but rather maintain a purely administrative flow, focusing on; delegating task, determining roles, setting due dates, and presenting findings to the group.

### **Decision Making**

Decisions for the project will be based on the merit of the project scope, efficiency, and cost relative to budget. In the event that one or more decisions yield similar assessments, the sponsor and team members will weigh the support and concerns for their preferred choice. Subsequently, the decision will be found democratically by the group as a whole. Ultimately, the sponsor's decision will carry the most significance and should be consulted first. All members of the group should participate in the decision making process with the appropriate integrity described in the Ethics section. Subject to these terms, each member is responsible for their own violations and conflicts of interest. In the case a violation is found or presented by any member of the group, a democratic meeting will occur by remaining members for appropriate handling of the situation. All decision making processes should abide by the following guidelines.

- Define Problem Statement - Broadly define the problem at hand with members of the group
- Brainstorming - Encourage and construct solutions amongst team members. Discuss pros and cons of each plan and eliminate unnecessary options.
- Data Analysis - From the remaining brainstorm solutions, gather data necessary for possible integration and evaluate each solution for plausibility.



- Design, Simulation, and Evaluation - Design the preliminary solution and create a testing system. Once examined, revisit the need for adjustments in the design and examine until optimal conditions are met.

### **Conflict Resolution**

In the event of a dispute or disagreement between members, the following methods should be enacted to ensure that the project and team chemistry does not disintegrate.


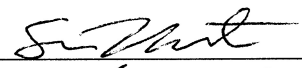


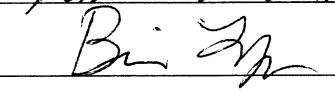
- Communication of key points by each party through active listening. This may require a member or group mediation.
- Team Leader intervention.
- A democratic referendum on the issues at hand.
- Instructor intervention.

### **Attendance Policy**

All team members must be present for group meetings unless otherwise specified. If a member cannot attend a group meeting they must give notice at least 24 hours prior to the scheduled meeting.

### Statement of Understanding

By signing this document, each member of Team 16 acknowledges and agrees to all things stated above as well as maintaining high ethical conduct and moral principles.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>Andrew Barba</u>	<u></u>	<u>9/26/17</u>
<u>Simone Nazareth</u>	<u></u>	<u>9/26/17</u>
<u>Jared Gremley</u>	<u></u>	<u>9/26/17</u>
<u>Libri Marione</u>	<u></u>	<u>9/26/17</u>
<u>Brian Lyn</u>	<u></u>	<u>9/26/17</u>