# EML 4551-2

# Team 18: Code of Conduct

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<div align="center">**Mission Statement**</div>

Team 18 is dedicated to promoting a healthy work environment that invokes a sense of trust, respect, and professionalism. All team members will assist to establish and preserve such an environment, as this is paramount in the overall success of this project.

<div align="center">**Roles**</div>

Each team member is delegated a specific role based on their experience and skill sets and is responsible for all here-within:

**Team Leader: Zach Brower**

The team leader enables the group to work effectively and efficiently through medium of communication, delegation and organization. The team leader is known as the manager that oversees the project from start to finish and creates realistic deadlines and goals to reach in order to remain on track and in the right direction. The most important job the leader has is communication, for no communication leads to errors and missed deadlines. Communication will be very transparent as the leader will carbon copy "cc" all emails from the sponsor, team members, and faculty members to assure all parties are connected.  In communication, the leader takes all parties into consideration before making a finalized decision for the betterment of the project.

Additionally, the team leader is responsible for setting meeting times with the sponsor, faculty, and or group members--  keeping all parties accountable and considered. A composition notebook of all meeting details will be included and signed by the team leader after every meeting. Lastly, the team leader is responsible for team energy, team progress, and project completion.

**Lead Mechanical Engineer (ME): Alyna Segura-Sanchez**

Oversees the mechanical design processes throughout the project. Lead ME is responsible for keeping track of the design details and adjustments. Takes charge of modeling process, keeps documentation of all design changes and is responsible for gathering together team report.

**Lead Energy Systems Engineer (ESE): Jacob Williams**

Lead ESE is responsible for the design and efficiency analysis of the energy system that will be used in the project. Will ensure lead ME is aware of any alterations made to the design of the energy system. Keeps all documentation pertaining to the energy system.

Lead ECE is responsible of the EE, IE, or CE design part in support of the project. Lead ECE maintains line of communication with the lead ME. Lead ECE keeps all design documentation for record.

**Financial Advisor: Michael Patrick**

The financial advisor is responsible for collecting a record of which all of the money handled for the project is placed. Any money requests must be made to the project advisor. Included with the money requests must be the reason for the expenditure and an account of the cost analysis done on the particular request. This is important in order to review potential cheaper alternatives and save valuable money. This information must be relayed to the team, all of whom must agree on the selection, and then, if the request is fulfilled, order the

part. It is imperative that a record be kept of all cost analysis in order to adjust the budget as needed.

**All Team Members:**

- Will be a devoted team player

- Perform assigned duties

- Advocate for project and team success

- Effectively communicate

- Be willing to consider others ideas

- Respect other team members

- Build off other's critiques

- Act professional

- Relay our work to the public

## Communication

Communication between teammates will primarily be done through a group text and at group meetings. The team will also remain in contact through email when electronic documents need to be shared. Any final drafts of electronic documents shared this way must also be uploaded to a Google Drive. This Google Drive will serve as a means for all team related information to be stored. Because the file sharing is being done through Google Drive, all team members are required to have a Gmail account so they may access and alter these files.

To communicate with the sponsors, university emails will be used. The team leader will be responsible for maintaining the primary line of contact between the group and the sponsors, but each member of the team will be carbon-copied onto these emails so as to be fully aware of any conversations. Team members are required to check their emails once a day.

Team meetings may only be missed if members give a 24 hour notice. Missing meetings because of emergencies will be excused. Sponsor meetings are not allowed to be missed by any member who agrees to the meeting time.

## Team Dynamics

The students will work together on all tasks and discuss the delegation of said tasks. The students will work on these tasks without fear of negatively voiced criticism. Any criticism should be constructive and any issues a member has with another member will be brought up in a civil manner and discussed. This will prevent "tilt" and allow a separation of emotions from the work being done. The team members will work together in the most effective ways possible in order to stay on task and meet project requirements and deadlines.

## Ethics

As an engineer, one is ethically bound to promote safe, fair practice of the specific field the engineer has studied. This ethical obligation keeps the team members working on projects within expertise. For years, this has been the status quo and has been organized into code known as the NSPE Engineering Code of ethics. Team 18 will follow the specific guidelines per NSPE Engineering Code of Ethics.

## Dress Code

Team meetings held at the college of engineering have no specific dress code. Sponsor meetings, staff meetings, and group presentations will vary to accommodate each specific

circumstance. The dress within these categories range from casual, business casual, and formal at the team's discretion.

## Weekly and Biweekly Tasks

Team members will meet at least twice a week to discuss work that needs to be done. These meetings do not include meeting with the sponsor, advisor, and/or instructor. Items discussed during said meetings will include constructive ideas, the budget, and due dates and any subsequent time conflicts. There will also be project updates at each meeting in order for the members to stay accountable and keep track of progress. Minutes will also be taken at each of these meetings which all members will sign in order to log what was discussed and prevent any future disagreements.

## Decision Making

A decision is carried out after a majority of the team comes to an agreement. The entire team should participate in making all decisions, unless conflicts emerge. If conflicts arise from a moral/ethical basis, then the morals/ethics will be discussed and a majority vote will decide the resolution. If a conflict of interest arises with a team member, the conflict of interest can remain undisclosed, but the member may not participate in making decisions relating to the conflict. Each team member is expected to act ethically and place the interest of the team before personal preference. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the group.
- Potential Solutions – Team brainstorms possible solutions. The solutions are narrowed down to the most reasonable and realistic choices

- Research – Do appropriate research and gather any necessary data needed in order to refine solutions.

- Refine Solutions – Using findings from the Research phase, refine solutions. Discuss within group to again narrow down the refined solutions.

- Design – Design the Refined Solution product and construct it. Re-evaluate for plausibility and effectiveness.

- Test and Simulation/Observation – Test design for Refined Solution and gather data. Re-evaluate for plausibility and effectiveness.

- Final Decision – Review the data gathered from the Testing phase and determine if the solution is appropriate or could be improved. If final solution is unrealistic, or unusable return to the Research or Refine Solution Phase.

**Conflict Resolution**

In the event of discord amongst team members the following steps shall be respectfully employed:

- Allow concern from both parties to be communicated to the team or those it concerns. Communication includes verbal or visual explanation of points, as well as active listening from all concerned parties, to allow full comprehension of the matter.

- If entire team is present, administer a vote amongst all team members, where majority rules.

- Team Leader intervenes.

- Instructor will facilitate the resolution of conflicts.

## Statement of Understanding

By signing this document, the members of Team 18 agree to all the guidelines above and will abide by the code of conduct set forth by the group.

| Name | Signature | Date |
|------|-----------|------|
| Zach Brower | *Zach Brower* | 9/26 |
| Michael Patrick | *Michael Patrick* | 9/26 |
| Alyna Segura-Sanchez | *Alyna Segura-Sanchez* | 9/26 |
| Jacob Williams | *Jacob Williams* | 9/26 |