

Appendices

Appendix A: Code of Conduct

Mission Statement

The Drone Disabling Device project team, Team 518, is committed to ensure an environment where members can work professionally and are respectful towards their peers. Within this work environment, every member is responsible for putting in 100% effort in every task that they perform. Each member of this team will contribute, with a positive attitude, towards the creation and maintenance of such an environment in order to bring out the best in all of us; as well as maintain the standards of this project.

Team Roles

Project Manager - Trevor Stade

The Project Manager is required to set meetings with sponsors and advisors. Expected to present in all presentations. Review and signs off on all assignments before submission.

Sensor Interface Engineer - Quentin Lewis

The Sensor Interface Engineer is tasked with developing the sensing system used to automatically detect and target a drone.

Design Engineer - Dylan Macaulay

The Design Engineer is tasked with the work of 3D CAD modeling. He is expected to complete extensive research on similar products in order to fully satisfy team ideas with the modeling of

the device. The Design Engineer also helps to improve current products efficiency and overall performance.

Test Engineer - Ryan Cziko

The Test Engineer is required to establish a testing environment in which several scenarios are implemented different scenarios in order to test every aspect of the device and to determine any errors and change design test plans accordingly.

Systems Integration Engineer - Taylor Stamm

The Systems Integration Engineer is tasked with integrating mechanical and electrical systems together and ensuring that the electrical components are supplied with correct and safe power according to system specifications.

Though roles are assigned, each member is not confined to his said role. Advice and input are welcome, and each member is seen as an equal. Members are encouraged to take on sub-roles to increase team efficiency. Sub-roles can be webmaster, finance manager, bookkeeper, etc.

Sub-roles will become apparent throughout the project.

Communication

Team members will stay in close contact with each other through text messaging and email. Any reason for being late or absent from team events or meetings should be communicated in

advance (24-hour notice) to other team members so that the team has ample time to account for the absence of a member.

Dress Code

There is no required dress code for team meetings. Sponsor meetings require a business casual dress code, but this may be subject to change if deemed suitable by the group. During group presentations, a strict business formal dress code will be enforced.

Attendance Policy

Team meetings have been scheduled every Sunday from 11:00 AM to 2:00 PM. An extra meeting will be scheduled during the week if needed. Meeting times may be shortened or extended. A 24-hour notice is required if a member cannot make the scheduled meeting time. If a member is absent for a meeting and has not notified the team, they will be marked as absent for the team meeting. An attendance is taken at each meeting and is documented.

Team Building

Team members are expected, but not required, to meet recreationally twice a month to promote synergy and boost morale. Such activities will be scheduled when time is available, and each member will be notified in advance via text message.

Statement of Understanding

By signing this document, each member is in agreement with said rules, roles, and the NSPE Engineering Code of Ethics.

Name (Print)	Name (Signed)	Date
<u>Ryan Cziko</u>	<u>Ryan Cziko</u>	<u>9/16/18</u>
<u>Quentin Lewis</u>	<u>Quentin Lewis</u>	<u>9/16/18</u>
<u>Trevor Stade</u>	<u>Trevor Stade</u>	<u>9/16/18</u>
<u>Taylor Stamm</u>	<u>Taylor Stamm</u>	<u>9/16/18</u>
<u>Dylan Macaulay</u>	<u>Dylan Macaulay</u>	<u>9/16/18</u>

Team 518

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