

Code of Conduct: Team 515

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## 1. Mission Statement

The mission of team 515 is to help each other grow professionally and interpersonally as we design the reusable shock absorber for the Human Lander System. We will do this by working together and effectively communicating with each other, our advisor Keith Larson, and our Sponsor NASA.

## 2. Team Roles

### A. Josh Blank: Design Engineer

Responsible for pushing the design process, CAD modeling, and background research. Also ensures that assignments are submitted.

### B. Melanie Porter: Dynamics Engineer

Focus on the mechanics of the design and the dynamics of the shock absorber. Additional responsibilities include effective and efficient communication both within the group and with third parties such as advisors or sponsors. Formal Point of Contact (PoC).

### C. Matt Fowler: Systems Engineer

Ensures all aspects of the project work together in concert. Focuses on how the components integrate successfully with the rest of the project. Sets and manages timelines for tasks.

### D. Tristan Jenkins: Design Engineer

Tasked with implementing innovative ideas into the design of the requested product. Deals with CAD modeling, Static and Dynamic Systems calculations, and hand drawn sketches and drafts.

### E. Alex Noll: Mechanical Engineer

Focuses on the mechanical aspects of the shock absorber and the design. Additional responsibilities include helping research and design different shock absorbers that meet the requested needs of the product.

## 3. Decision Making

For decision making purposes “the group” refers to at least 3 members of the group acting together in agreeance. The exception being document revision, which requires at least 4 group members to agree.

## 4. Communication

### A. Group Chat

The group chat will be the primary mode of communication between group members. It will be an informal communication method. Group members are not required to participate in the group chat, but it is highly advised.

### B. University Email

University email will be a formal mode of communication between group members and should be used whenever documentation of communication is desired. University email can be used to send files between members, but files that pertain to the project should be uploaded to the group folder so

that each member has access. Each group member should check their university email at least once per day.

University email will be the primary mode of communication between the group and the sponsor, advisor, TA's and Dr. McConomy. The Point of Contact (PoC) should be the person sending and receiving all group emails from the sponsor, advisor, TA's and Dr. McConomy. However, any other group member may send emails on behalf of the group if the situation requires it. All emails sent on behalf of the group, by the PoC or other members, should CC the other group members. If a group member receives an email that pertains to the group, but the rest of group is not CC'd by the sender, then the receiving group member should forward that email to the rest of the group as soon as possible.

### C. Basecamp

Basecamp will be used primarily for managing the group schedule, managing To-Do lists, and having formal group discussions in the message board.

#### i. To-Do Lists

No one person will be assigned to create the To-Do lists, but the group should ensure that To-Do lists are created as specified in this section and as deemed necessary by the group. The group will assign the responsibility of a To-Do task after a member volunteers for it, or after a member is notified that they will be assigned and positively confirms that they are aware. No member should be assigned a To-Do task without their knowledge, except for tasks that apply to the whole group.

Each assignment will receive its own To-Do list, which will contain a list of tasks required to complete the assignment. The group should ensure that To-Do lists are created promptly after an assignment is released. Each task should be as specific as possible (e.g. For the Project Scope To-Do list, make *"Find competitor products. Research competitor products. Make benchmarking excel spread sheet."* separate tasks instead of just *"Benchmarking"*). Each assignment will have the following tasks:

- "Submit <name of assignment> "on the due date.
- "Finish <name of assignment>" the day before the due date, to allow for typo checking and formatting.

#### ii. Schedule

No one person will be assigned to update the schedule, but the group should ensure that the schedule is updated. Group meetings should be added to the schedule as soon as possible after the group decides to hold a meeting. When a group meeting time is changed, a message should be sent to all group members.

#### iii. Message Board

The message board is a formal communication method and should be used as an extension of group meetings. It should primarily serve to introduce topics that would be covered in a group meeting or ask project related questions to the group that do not require a timely answer.

### D. Post Lecture Zoom meeting

A mandatory zoom session will be held after each lecture. The group should try to conclude the meeting by 8 pm if class ends early, but meetings should not go past 9 pm. The duration may be brief,

but it is important to establish an understanding of the path forward after each lecture. The focus of the post lecture meeting is to digest any new information that was put out and to check in with group members. If an assignment is released during a lecture, the To-Do list should be created during the post lecture meeting.

#### E. Friday Meeting

The Friday meeting will occur from 10am to 3pm, unless the group decides to push it back. The duration is subject to change and will be based on the amount of work possible.

### 5. Dress Code

#### A. Team Meetings

Informal dress. Clothes that would be appropriate to wear to class.

#### B. Sponsor/Advisor Meetings

Business casual dress. Uncoordinated.

#### C. Presentations

Business formal dress. Coordinated before each presentation.

### 6. Attendance and Participation Policy

#### A. The Attendance Log

An attendance log will be maintained in an Excel document in the team folder. The keeper of the log will lock the cells of all past days to keep group members from modifying their past attendance. The attendance log will be used to track team member attendance at:

- The two post-lecture Zoom sessions
- The Friday meeting
- Any full group meeting the group decides is necessary.

#### B. Excused Absences

If a group member notifies the other group members that they will be absent at a group meeting the member's absence will be marked excused in the attendance log. The group must be notified at least 24 hours in advance, unless the situation is an emergency. The group should be notified through either the GroupMe chat or a group email to ensure all group members are aware and to maintain a log of excused absences. The group member does not need to provide a reason for their absence and the group will not demand a reason.

#### C. Participation

The group will not require anyone to participate. Participation must be derived from a desire to contribute and cannot be forced on a group member. If a group member cannot complete a task that has been assigned to them it is the group's responsibility to ensure that task is completed. No animosity will be held against someone who does not complete an assigned task. The group will not punish anyone for not completing a task.

#### D. Correcting Issues

Problems should be resolved at the lowest level possible. If a group member is consistently missing meetings, or if the group is concerned about a member's wellbeing, or if the group is not satisfied with a member's participation the group will attempt to hold an intervention to assist the member. If the intervention does not assist the group member, or if an intervention cannot be held, the group may seek guidance from the TA's and Dr. McConomy.

### 7. Group File Folder

All team files will be saved in Matt Fowler's OneDrive folder. This allows all team members to see any file at any point in time and allows for multiple team members to simultaneously edit files. The link to the OneDrive folder can be found on Basecamp under the "Docs & Files" tab.

### 8. Revision Process

When revisions to group documents, including this Code of Conduct, become necessary, a draft of the revised section will be proposed to the group. The draft will be voted on by the group and a 4/5 majority is needed to legitimize the revision. A PDF copy of the document will be made before the revision is applied and will be saved in the group folder for future reference. Revision bars will be added to the section that is revised. An example of a revision bar is shown below.


*Example of revised section to show revision bar.*

### 9. Privacy Clause

All group members will respect the privacy of all other group members. Group members will not share personal information about other group members to any outside party.

### 10. Statement of Understanding

Signing below indicates that the group member is committed to our mission statement and accepts the stipulations listed in this Code of Conduct:

Joshua Blank  Date: 09/07/2020

Melanie Porter  Date: 09/07/2020

Matt Fowler  Date: 09/07/2020

Tristan Jenkins  Date: 09/07/2020

Alexander Noll  Date: 09/07/2020