

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team # and Project Title #1 – Southeast Con

Names:

Contact Email:

Michael Pelletier

Map13m@my.fsu.edu

Nicole Perry

Hunter Finch

Hmf14@my.fsu.edu

Colin Fortner

Crf13@my.fsu.edu

Date

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Mission Statement

The Southeast Con 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

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

Team Leader – Michael Pelletier

Manages the team as a whole; develops a plan and timeline for the project, finalizes all documents and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project. He keeps the communication flowing, both between team members and Sponsor. He is responsible for setting up appointments and making sure the team members are aware of said meetings. The team leader takes the lead in organizing, and planning. In addition, he is responsible for keeping a record of all correspondence between the group and 'minutes' for the meetings. Finally he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress

Team members:

Financial Advisor - Colin Fortner

Manages the budget and maintains a record of all credits and debits to project account. Any product or expenditure requests must be presented to the advisor, whom is then responsible for reviewing and the analysis of equivalent/alternate solutions. They then relay the information to the team and if the request is granted, order the selection. A record of these analyses and budget adjustments must be kept.

Lead Mechanical Designer - Hunter Finch

Takes charge of the mechanical design aspects of the project.

They are in charge of the design of the robot chassis with motors and servos

He is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process. Keeps all design documentation for record and is responsible for gathering all reports.

Lead Electrical Designer - Nicole Perry

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

All Team Members:

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks

Communication

The main form of communication will be over the Trello app as well as text-messaging among the group, as well as through regular meetings of the whole team. Email will be a secondary form of communication for issues not being time-sensitive. For the passing of information, i.e. files and presentations, email will be the main form of file transfer and proliferation.

All files will be uploaded through the Trello app in order to have constant access to all files. Although members will be initially informed via a text, meeting dates and pertinent information from the sponsor will additionally be added on the Trello app. All important agenda items will be brought to attention by text-message and put on the Trello app.

If a meeting must be canceled, a message must be sent to the group at least 24 hours in advance.

Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

Team Dynamics

The students will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult it is expected that the member should ask for help from the other teammates. If any member of the team feels they are not being respected or taken seriously, that member must bring it to

the attention of the team in order for the issue to be resolved. We shall NOT let emotions dictate our actions. Everything done is for the benefit of the project and together everyone achieves more.

Ethics

Team members are required to be familiar with the IEEE Engineering Code of ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be stringent following of the IEEE Engineering Code of Ethics.

Dress Code

Team meetings will be held in casual attire. Group presentations and advisor meeting will be business casual.

Weekly and biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser and instructor. During said times ideas, project progress, budget, conflicts, timelines and due dates will be discussed. In addition, tasks will be delegated to team members during these meetings.

Decision Making

It is conducted by consensus and majority of the team members. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group member. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the group.
- Tentative Solutions – Brainstorms possible solutions. Discuss among group most plausible.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
- Design – Design the Tentative Solution product and construct it. Re-evaluate for plausibility and effectiveness.
- Test and Simulation/Observation – Test design for Tentative Solution and gather data. Re-evaluate for plausibility and effectiveness.
- Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if design can be improved and if time/budget allows for it.

Conflict Resolution

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

- Communication of points of interest from both parties which may include demonstration of active listening by both parties through paraphrasing or other tool acknowledging clear understanding.
- Administration of a vote, if needed, favoring majority rule.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 1 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date
