Code of Conduct

Senior Design

Group 16

Natalia Ariza

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Edwisht Olmann

Brian Conklin

Code of Conduct

# Communication

All communication over email must be copied to all group members. Members will be informed of meetings via phone or email at least 24 hours ahead of time, and all group members should be present at meetings unless previous engagements have been discussed with group. Members will reply within 24 hours to phone and emails.

Missed meetings can result in a point reduction.

# Group Responsibilities

Project Manager

* Manages group as whole
* Delegates tasks
* Final decision maker when there is no agreement
* Must attend all meetings

Team Liason and Finance Manager

* Records meetings
* Keeps track of paper work
* Schedules meeting times
* Makes sure everyone is up to date on working
* Budgets (need ledger)
* Keeps track of expenses
* Orders parts needed

CNT and Composites Research and Development Director

* Present basic understanding of composites to group

Antenna Research and Development Director

* Establish connections with faculty
* Present basic understanding of antennas to group

Finance Manager

Industry Correspondent

* Talks directly to Harris contact
* Keeps contact up to date
* Sets up meetings with contact

Project Manager

* Schedules team due dates for parts of deliverables
* Organizes tasks for each group members, and due dates for those tasks
* Relegates work load to other members if problems arise

These roles are subject to change as improvements are needed.

# Deliverables

* Assignment of a manager for each separate deliverable who will oversee the completion of that task
* Complete task 24-48 hours before due date so that last minute changes can be made, and document can be read through by all members
* Upload all deliverables to dropbox

# Decision Making

* Initial discussion of ideas
* Vote if discussion does not supply a clear solution
* If still undecided then discuss with Harris representative/faculty advisor

# Conflict Resolution

* Talk out conflicting points in a meeting (we are adults and should be able to resolve most conflicts in this manner)
* Faculty advisor last resort if no solution can be found

# Weekly Meetings

* Twice weekly meetings on Tuesdays and Thursdays, but to be confirmed on a weekly basis. Meeting times will be announced at least 24 hours before the meeting time.

# Team Dynamics

* Respect
* Communicate
* Finish work in timely manner
* Find and use resources
* Ask for help
* Be ready to give help
* Participate
* Be open to ideas
* Don’t be late

By signing the agreement, you agree to the terms stated above. Please note that at anytime with group vote, the code of conduct can be changed to better fit the needs of the group.