**Code of Conduct**

**Purpose**

The purpose of the Code of Conduct is to outline the groups’ responsibilities, conduct, and discipline. This should serve as a guideline for the team as a whole and for each of its individuals.

**Roles and Responsibilities**

It is the responsibility of each team member to take their tasks seriously and with pride. The work produced by one reflects on the group as a whole. Each member should always act with honesty and conduct themselves in a professional manner.

Each team member will communicate effectively with all members of the group, either through email and/or phone calls. The group will meet every Wednesday at 4:00 pm in the ME Help Center. Every team member is expected to attend every meeting.

Tasks assigned by the group or by the Senior Design class will be finished and reviewed by the group at the specified time. The failure to complete something on time by an individual could hurt the entire team.

The group as a whole should set up the website where information on the project can be found.

Team members have been assigned the following roles:

ME Team Leader- Erica Cosmutto

The team leader is responsible for assigning tasks and delegating workloads. The team leader is also responsible for making sure the client is well informed about the progress and direction of the group, and communicating needs to the entire group. The team leader will be in charge of keeping log of group meetings.

ME Team Organizer-Joel Ware

The team organizer is responsible for updating the websites with new documents and information as the project progresses. The organizer will also be in charge of a master folder that will contain any information that is relevant to the group. Also the responsibility of sending out email updates to the group is that of the team organizer.

ME Treasurer - Hunter Metzger

It is the treasurer’s responsibility to keep records of all financial expenditures and to keep track of an accurate running budget. The treasurer will also be responsible for ordering all parts and equipment that is needed for the project.

IE Team Leader- Santiago Baus

The IE team leader will be in for assigning tasks and delegating workloads. The team leader is also responsible for making sure the client is well informed about the progress and direction of the group, and communicating needs to the entire group, especially the ME team leader. The team leader will be in charge of keeping log of group meetings.

IE Accountant – Michael Isaza

The IE accountant will receive receipts and documentation of all money spent. The IE accountant will be responsible with the treasurer in justifying all money spent.

Webmaster- Kristina De Armas

The team organizer is responsible for updating the websites with new documents and information as the project progresses.

**Discipline**

Behavior qualifying for discipline includes; unexcused absences from meetings, disrespectful communication between members, failure to complete tasks on time, and failure to give what is deemed an ‘honest effort’ to all work put into the group.

All issues should be solved in the group between the members. If for some reason a solution cannot be reached, the advisor will be involved as a last resort.

Erica Cosmutto \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joel Ware \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hunter Metzger \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kristina De Armas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Isaza\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Santiago Baus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_9/8/2010\_\_