
Code of Conduct

Team 11

Richard Carter

Felipe Meress

Robert Rantz

Angela Silva

Wayne Weatherford

Ciao Withers

MISSION STATEMENT

The design team's goal is to provide the best possible final product for the sponsor. This goal will be achieved professionally and ethically. The team's mission is to work together, as a cohesive and cooperative unit, despite the geographical distance between members.

MEMBER EXPECTATIONS

A great deal will be expected from each member of the design team; first and foremost is to uphold a professional appearance and attitude, produce quality work, and to support and encourage the other members of the design team in achieving the goal outlined in the mission statement. More specifically, a professional member of the design team will exhibit the following characteristics:

- Timely attendance of every meeting
- Notification of the team of meeting absence in the case of emergencies
- Requested materials or assignments prepared and ready when requested
- Professional attire during meetings with sponsors / university faculty
- Positive and encouraging attitude towards other members

COMMUNICATION

Quality communication is especially vital for a team consisting of members of differing nationalities, geographic location and university loyalties. The design team has determined that weekly meetings will be held using available video communication technologies such as Skype or university conference rooms. The current established meeting time is every Friday at 3:00PM EST. This time may be altered in accordance with the decision making policy outlined in this document.

Email will be the primary method of communication within the design team, as phone communication will result in hefty international calling charges. For this reason, each member is required to check their email inbox at least twice daily for new messages.

TEAM ROLES

Each member of the team will work as diligently as possible to achieve the goal outlined in the mission statement. Before drafting this code of conduct, the design team has unanimously deemed electing rigid member functions (such as a team leader) unnecessary. However, if it becomes apparent that assigning a team leader, or establishing other fixed individual positions, is conducive to the team dynamic, then roles will be established as per the decision making procedures outlined in this document.

DECISION MAKING

All final decisions made by the group will be the result of unanimous agreement among team members. In the event that a unanimous decision cannot be made, a majority vote will determine the appropriate course of action. However, if such a vote results in hostility or further disagreement, and the situation

cannot be remedied by virtue of discussion, third party arbitration may be utilized to resolve the conflict. The third party may be any, some or all of the design team's advisors.

ETHICAL STANDARDS

No member of the team shall deem any work or ideas created by others their own. Members of the design team will use funds, equipment and resources to achieve the goals of the team, and will do so in a manner approved by the team, and will never use them for their own personal agenda. Such actions are, at the very least, unprofessional, selfish and, in many cases, illegal, and could result in serious consequences for the entire design team.

By signing below, you agree to abide by the code of conduct set forth in this document.

Angela Silva

Date

Caio Withers

Date

Felipe Merss

Date

Richard Carter

Date

Robert Rantz

Date

Wayne Weatherford

Date