

Code of Conduct

This code is documented to ensure the professional manner in which every phase of the project is carried out. The success of the project relies on each individual's efforts and contributions, but more importantly, how the team works together to produce the final product. Outlined below are basic guidelines which this group shall follow in order to ensure smooth operation of the entire process.

Roles:

While every member will be responsible for the tasks listed below, it should not be mistaken for their only obligation to the group effort – everyone will contribute ideas and other work as needed to meet each deadline, in a manner deemed most efficient by agreement of the entire group.

Project Leader: Jordan Berke

The Project Leader will be responsible for keeping the group on track to meet all of our deadlines, delegating tasks to each group member, and setting meeting times. He will be formally held accountable for communication with the rest of the group in order to fulfill the aforementioned responsibilities.

Treasurer: Dustin McRae

The Treasurer will handle purchasing processes for the group. He will set up an estimated budget plan for the whole project and amend it as necessary. The group will collectively decide on things that need to be purchased and when.

Webmaster: Trevor Hubbard

The Webmaster will be responsible for making the group's website and keeping it up to date with the group's progress.

Sponsor Coordinator: Khristofer Thomas

The Sponsor Coordinator will be in charge of communication with the sponsor. This includes regular project status updates, relaying any of the group's questions, and setting up any meeting times. It is imperative that the Coordinator maintain a professional persona with the sponsor, as he represents the entire group when speaking with the sponsor.

Documentation: Luis Bonilla

Records of meeting times, ideas, decisions made, purchases made, etc., all need to be kept to track the group's progress. This aids the Project Leader and the entire group in projecting how far ahead or behind schedule we may be.

General Group Dynamics:

- Each individual will keep on pace with the tasks required of them.
- If a group member needs to leave town, falls ill, or is otherwise unable to attend a group meeting or complete their tasks, they will inform the rest of the group as soon as possible, so we can all re-assess our work loads.
- We will all come to an understanding of each others' schedules and assign meeting times around them the best we can.

-Communication is the most critical aspect that will determine our success, and as such we will respond to calls and emails ideally within 24-48 hours, and keep each other informed of our tentative schedules, as they tend to vary from week to week depending on work load.

-If a group member repeatedly creates a problem for the other group members, or otherwise regularly inhibits timely progress on the project, the ultimate corrective action will be to seek advisor intervention. However, for the most part, the group will make every effort to resolve any issues that may arise on its own.

Group Members:

Jordan Berke

Dustin McRae

Trevor Hubbard

Khristofer Thomas

Luis Bonilla
