Code of Conduct

Purpose:

The purpose of the code of conduct is to provide a set of guidelines for the senior design group to follow. This conduct code should be referenced by the team members to ensure team cohesion, understand team roles, and outline discipline procedures for the team members.

Responsibilities:

It is the responsibility of all team members to treat this project as if it were a real professional job. Attendance to all team meetings is required unless otherwise noted and announced to the other members at least 24 hours prior to the meeting. Meetings will be held in the Building A Computer Lab until a more permanent, secluded location is found. Meetings will be announced at least 36 hours in advance via email and text message. It is the team member's responsibility to frequently check their email. Tasks will be delegated to individual team members for each project deliverable. Members must work diligently to complete their portion by a predetermined date in order to review and compile the project deliverable before the due date.

For presentations, team members must wear business casual. This will ensure the group looks professional. For team meetings and client meetings members shall wear casual clothing unless otherwise noted.

Team Member Roles:

Team member roles will be determined based on group chemistry and cohesion and are subject to change.

- Group Leader-
    The group leader will be in charge of distributing workloads to other members, as well as setting meeting times. He will be responsible for contacting all group members before potential meeting dates to ensure group member participation. The group leader will also make sure all deliverables and group assignments are turned in on time, as well as meeting all team goals. The group leader will not be the final decision maker of the group; major decisions are accomplished through a group vote.

- Team Organizer-
    The team organizer is responsible for updating the project website with new information as the project progresses throughout the year. He will also be responsible for sending out email updates regarding new project information. The team organizer will be responsible for keeping a master folder of all deliverables and project assignments; this folder must be organized and easy to access by other group members.

- Business Administrator-

    The business administrator will be in charge with communicating and keeping a relationship with the group sponsor. All communication with the sponsor will be done through the business administrator, thus all sponsor meetings with the group will be organized by the business administrator. A 36 hr notice will be sent by the business administrator to all group members before any potential meetings with the sponsor.

- Treasurer

    The treasurer is responsible for keeping an active budget for all projects expenditures throughout the year. All parts needed for the design will be approved and ordered by the treasurer to avoid the risk of overspending.

Statement of Understanding:

By signing below, Group 3 team members acknowledge their responsibilities laid out in this Code of Conduct.

Name	Signature	Date
Casey Brown	_____	_____
Cyril John	_____	_____
Keith Kirkpatrick	_____	_____
Bryan Rickards	_____	_____