

FSU-FAMU COLLEGE OF ENGINEERING

Code of Conduct

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PATRICK FILAN'S RESPONSIBILITIES

I, _____, agree to the following responsibilities and tasks and will be responsible to my group and the project for their completion and quality.

- Editing and formatting submitted documents and reports
- Scheduling
 - a. Keeping track of individual group member schedules
 - b. Finding meeting times and venues for working on the project and holding meetings about the project
 - c. Updating entire group about other members' absences, tardiness, etc.
 - d. Reminders about planned meetings

I hereby agree to the above statement and responsibilities and will perform them to the best of my ability:

PATRICK FILAN X _____ . DATE: _____ .

CLINT KAINEC'S RESPONSIBILITIES

I, _____, agree to the following responsibilities and tasks and will be responsible to my group and the project for their completion and quality.

- Creating and formatting the following:
 - a. PowerPoints
 - b. MathCAD worksheets
 - c. ProEngineer designs
- Communication with company and faculty sponsor through:
 - a. Regular email correspondence
 - b. Face-to-face or phone communication as needed
 - c. Asking group questions about project needs
- Machining of the prototype and any associated parts

I hereby agree to the above statement and responsibilities and will perform them to the best of my ability:

CLINT KAINEC X _____ . DATE: _____ .

JOHN KEMP'S RESPONSIBILITIES

I, _____, agree to the following responsibilities and tasks and will be responsible to my group and the project for their completion and quality.

- All financial obligations including:
 - a. Finding and ordering any parts required for project
 - b. Keeping track of orders and delivery windows
 - c. Keeping all receipts
 - d. Keeping track of monetary and time expenditures on project
 - e. Having all financial information organized along with remaining budget
- Design, hosting, and updating the group webpage
- Assisting in mathematical analysis and computer modeling

I hereby agree to the above statement and responsibilities and will perform them to the best of my ability:

JOHN KEMP X _____ . DATE: _____ .

GROUP AGREEMENTS

GROUP RESPONSIBILITIES

- I. Each member is responsible for the following:
 - a. Coordinating with each other about our individual schedules, needs, deficiencies, and anything else that may interfere with the project in any aspect.
 - b. Attending all meetings
 - i. If a member has an excused reason why a meeting cannot be made, then the meeting can be rescheduled.
 - ii. If a meeting is missed by a member, that member is responsible for all of the material covered during the meeting.
 - c. Meeting deadlines
 - i. All deadlines are expected to be met on-time.
 - ii. If a deadline is set for a part of a project, and the deadline is expected to be missed, the member(s) responsible for that part of the project will have to let all other members know that the project will not meet the deadline, reasoning as to why, and create a new deadline that will not inconvenience the rest of the group.
 - d. Quality of one's own work
 - i. A group member is responsible for their own mathematical calculations, research, etc.

PF X_____

CK X_____

JK X_____

OTHER STIPULATIONS

- I. Disagreements within the group
 - a. In the event of a disagreement between two group members, the third remaining group member will act as an unbiased arbiter over the disagreement and decide on the best course of action.
 - i. If the third member of the group is biased, defer to I-b.
 - b. In the event of a disagreement between all three group members, the entire group will defer to either Dr. Hollis or Dr. Amin for advice in the situation.
- II. A group member's withdrawal from the project
 - a. If a group member needs to withdraw from the project, it is his responsibility to let the rest of the group know immediately and reasoning as to why so that proactive action can be taken to smooth the transition.
 - b. The group member leaving is also responsible for delivering all of the project material he was responsible for in the best condition possible before leaving.
 - c. If any group member, for whatever circumstance, has to withdraw from the project, then the remaining two group members will split his burden evenly among them based upon their individual skill sets and current tasks.
 - i. A new code of conduct will be drafted to outline the current and new responsibilities the remaining members will carry.

I hereby agree to the previous statements, responsibilities, and stipulations and will perform them to the best of my ability:

PATRICK FILAN X_____ . DATE: _____.

CLINT KAINEC X_____ . DATE: _____.

JOHN KEMP X_____ . DATE: _____.