Code of Conduct

EML 4551C – Senior Design – Fall 2012
Team # 20
Solar-Powered Phase Change Compressor

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Philosophy:

As representatives of the FAMU-FSU College of Engineering, team members will conduct themselves in a professional and courteous manner at all times. In order to function as a successful team, the members should collectively work together to follow specific expectations and clearly defined responsibilities. The following document will set the rules, standards, and responsibilities that the team will adhere to during the design and construction of the project: "Solar-powered phase change compressor". The time frame will be from September 2012 to May 2013.

Communication and Scheduling Policy:

There will be mandatory group meetings every week as determined by the coordinator. Besides these personal meetings, communication will be made through email and telephone. All members are required to share contact information which includes: most convenient phone numbers, as well as email addresses. If a member is sick and cannot attend a meeting, he must notify the others at least one day in advance to avoid any inconveniences for the group. If a member is absent he must propose an alternative meeting time, and make an effort to accommodate the other team members.

An advanced schedule will be made within the first two weeks of the project and can be edited at any time but will be followed to the best of the group's ability. It will be laid out on Outlook's calendar program so that all team members will have access and be responsible for dates.

Decision Making and Delegation Policy

All decisions will be made unanimously by all group members and will be done in a professional manner. Anytime a problem or obstacle is encountered the group will do individual research to find solutions then have a team meeting to share results and discuss which solution is best. This will be done on top of a group brainstorming session to compound and improve existing ideas. If there is a disagreement, each member must come up with an argument for and against each idea and group must decide on which is best. If decision cannot be found, group will consult advisor. If any problems arise they will be brought to the attention of the group as soon as possible in order to ensure swift reconciliation.

While this is a team project, it will sometimes be necessary to delegate a specific task to a team member. Members will contribute to any task agreed on by the team and will complete tasks by the

specified deadline. When completing a task individually, the member will bear in mind that the quality of his work speaks for the entire team.

Responsibilities:

Team Leader – Jesse Diaz

The team leader will be responsible for delegating the work equally and fairly to the members. It is the team leader's responsibility to make sure that everyone is aware of their tasks and has laid out specific deadlines and timelines for completion. If something goes wrong the team leader, jointly with the coordinator/ instructor, will analyze and decide upon the best solution based on project success and approval from the team. While the team leader is tasked with directing the others, all members are obligated to hold each other accountable for completing assignments before the specified deadline.

Sponsor Liaison and Meeting Coordinator – Addison Bender

Responsibilities will include delivering updates to the sponsor (Grant Peacock), setting up meetings, and responding to questions, with the input of the other group members. He will also be responsible for setting up group meetings among members, as well as advisors, and sponsor representatives. This person must also keep a detailed schedule and ensure all members are aware of upcoming events. He will also prepare the other group members for what will be discussed and the logistics of the meeting, including dress code and materials to bring.

Team Treasurer – Addison Bender

The team treasurer will oversee the project budget and will be responsible for keeping a record of all financial transactions. He must develop a plan that oversees all present and future expenses to ensure that resources are not wasted. Moreover he will provide any research of material, service, or part cost and propose the best option. Before final decision on expenses is made, he must present his results to the other group members and receive approval from all. Prior to making a major purchase, the treasurer will consult with the project sponsor. He will also work with the senior design faculty members if something outside of the budget is needed.

Webmaster – Emmanuel Ferdinand

The webmaster will be responsible for creating and maintaining the team webpage. He will make an effort to ensure that information on the page is current and accurate. The webpage will be the most accessible source of information on the project and will serve as a portfolio for the achievements of the team.