

# CODE OF CONDUCT

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(EE)

MATTHEW BOSWORTH

CHRISTOPHER DRESNER

AHMAD FARHAT

THIERRY KAYIRANGA

(ME)

DANIEL GREEN

CLAY NORRBIN

JOSEPH HOMME

PROJECT ADVISORS:

DR. SIMON FOO (ECE)

DR. JIM ZHENG (ECE)

DR. PATRICK HOLLIS (ME)



FAMU - FSU  
COLLEGE OF ENGINEERING

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**MISSION STATEMENT**

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Team 2 supports a professional work environment based on the principles of professionalism, integrity, mutual respect, trust, and teamwork. Every member of this team will give their full effort, and strive to create a friendly, yet productive workplace in order nurture and inspire the creativity required for successful completion of this project.

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## GROUP ROLES AND RESPONSIBILITIES

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- Project Manager/Lead EE – Matthew Bosworth
  - Manages group as a whole and develops project plan and timeline
  - Relegates work load across team and delegates tasks according to skill sets
  - Establishes Milestones and finalizes all documents
  - Updates team every 24 - 48 hours of current group standing
  - Makes final decision when agreement cannot be made
  - Responsible for all aspect of electrical and computer design
- Lead ME – Clay Norrbinn
  - Responsible for all aspects of mechanical design
  - In constant communication with Lead EE/Project Manager
  - Ability to relate concepts and ideas to team in concise manner for decision making purposes
- Finance Manager (EE,ME) – Ahmad Farhat, Joseph Homme
  - Tracks budget (expenses, faculty/industry support)
  - Places orders
  - Expenditure request presented to faculty advisors
- Business Manager (EE,ME) – Chris Dresner, Ryan Green
  - Liaison between industry/faculty/outside group support
  - Keep record of correspondence
- Secretary (EE) – Thierry Kayiranga
  - Records meeting minutes
  - Posts meeting minutes on Blackboard within 24 hours of meeting
  - Monitor and update online directory, including Reference List

(These roles subject to change, by majority consensus of group)

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## COMMUNICATION

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1. THE PRIMARY COMMUNICATION MEANS WILL BE THROUGH EMAIL. ALL COMMUNICATION THROUGH EMAIL MUST BE COPIED TO ALL GROUP MEMBERS. GROUP MEMBERS WILL REPLY WITHIN 12 – 24 HOURS TO PHONE AND EMAILS RECEIVED.
2. TEXTING AND PHONE WILL BE THE SECONDARY FORM OF COMMUNICATION, YET IF IMPORTANT AND GROUP RELEVANT INFORMATION IS DISCUSSED, THE GROUP MUST BE INFORMED THROUGH A MASS EMAIL AFTER SAID PHONE OR TEXT INTERACTION.
3. A GOOGLE CALENDAR HAS BEEN CREATED TO PROVIDE ALL MEMBERS TO VIEW EACH OTHERS AVAILABILITY; THIS CALENDAR WILL IN TURN BE LINKED TO THE PROJECT TASKS AND MILESTONES.
4. A GOOGLE DRIVE HAS BEEN CREATED TO PROVIDE A MEANS OF STORAGE, FILE TRANSFER AND PROLIFERATION.
5. MEMBERS MUST CHECK THEIR EMAIL AT LEAST THRICE DAILY FOR IMPORTANT INFORMATION AND GROUP UPDATES.
6. MEMBERS WILL BE INFORMED OF MEETINGS VIA PHONE OR EMAIL AT LEAST 24 HOURS AHEAD OF TIME, AND ALL GROUP MEMBERS SHOULD BE PRESENT AT MEETINGS UNLESS PREVIOUS ENGAGEMENTS HAVE BEEN DISCUSSED WITH GROUP. MISSED MEETINGS CAN RESULT IN POINT REDUCTION.
7. REPEATED ABSENCES IN VIOLATION WITH THIS AGREEMENT WILL NOT BE TOLERATED.

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## DECISION MAKING

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1. TEAM MEMBERS WILL DISCUSS IDEAS AS A GROUP.
2. A GROUP MAJORITY VOTE WILL DETERMINE A DECISION IF A DISCUSSION DOES NOT SUPPLY A CLEAR SOLUTION.
3. IN THE CASE OF A TIE OR INDECISION THE GROUP WILL DISCUSS WITH FACULTY ADVISORS

**INTEREST CLAUSE:** WHEN INPUT IS REQUESTED FROM TEAM MEMBERS WHILE COMPILING DELIVERABLES OR ESTABLISHING MILESTONES, ALL TEAM MEMBERS NEED TO FULLY COMMIT TO PRODUCING QUALITY INPUT TO THE REQUESTING PARTY. FAILURE TO PROVIDE QUALITY INPUT WILL FORGO THAT TEAM MEMBER'S FINAL SAY IN FINAL DECISION MAKING ON THE MATTER IN QUESTION AS A RESULT OF THEIR APPARENT LACK OF INTEREST. THIS IS INTENDED TO ENSURE TEAM MEMBERS TAKE REQUESTS SERIOUSLY REGARDLESS OF THE APPARENT IMPORTANCE OF THE REQUEST.

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## CONFLICT RESOLUTION

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1. ANY ISSUES BETWEEN GROUP MEMBERS WILL BE HANDLED PROFESSIONALLY AND INTERNALLY.
2. IF A CONFLICT CANNOT BE RESOLVED BY MEANS OF CALM AND ADULT DISCUSSION, THE FACULTY ADVISOR WILL BE INFORMED WITH A THIRD PARTY ARBITRATION.

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## TEAM DYNAMICS

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WE SHALL WORK AS A TEAM WHILE ALLOWING ONE ANOTHER TO FEEL FREE TO MAKE ANY SUGGESTIONS OR CONSTRUCTIVE CRITICISMS WITHOUT FEAR OF BEING RIDICULED AND/OR EMBARRASSED. IF ANY MEMBER ON THIS TEAM FINDS A TASK TO BE TOO DIFFICULT IT IS EXPECTED THAT THE MEMBER SHOULD ASK FOR HELP FROM THE OTHER TEAMMATES AS SOON AS THE KNOWLEDGE DEFICIENCY IS IDENTIFIED TO ELIMINATE TASKS FALLING BEHIND OR BEING FORGOTTEN. IF ANY MEMBER OF THE TEAM FEELS THEY ARE NOT BEING RESPECTED OR TAKEN SERIOUSLY, THAT MEMBER MUST BRING IT TO THE ATTENTION OF THE TEAM DURING THE NEXT AVAILABLE TEAM MEETING IN ORDER FOR THE ISSUE TO BE ADDRESSED AND RESOLVED. WE ALL WILLINGLY ENTER THIS PROJECT WITH THE UNDERSTANDING THAT EVERYTHING DONE IS FOR THE BENEFIT OF THE TEAM AND THE PROJECT AND THAT ACTIONS WILL NEVER BE TAKEN BASED ON SNAP JUDGMENTS OR EMOTIONS.

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## ETHICS

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TEAM MEMBERS ARE REQUIRED TO BE FAMILIAR WITH THE **NSPE ENGINEERING CODE OF ETHICS** AS THEY ARE RESPONSIBLE FOR THEIR OBLIGATIONS TO THE PUBLIC, THE CLIENT, THE EMPLOYER, AND THE PROFESSION. THERE WILL BE A STRINGENT FOLLOWING OF THE NSPE ENGINEERING CODE OF ETHICS; VIOLATIONS OF THESE GUIDELINES CAN RESULT IN THE EXPULSION OF A TEAM MEMBER FROM THE GROUP, AND POSSIBLY LARGER PENALTIES OR SANCTIONS IMPOSED BY FSU/FAMU COE.

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**STATEMENT OF UNDERSTANDING**

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BY SIGNING THIS DOCUMENT THE MEMBERS OF TEAM 2 AGREE THE ALL OF THE ABOVE AND WILL ABIDE BY THE CODE OF CONDUCT SET FORTH BY THE GROUP.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>	<u>DATE</u>
MATTHEW BOSWORTH	PROJECT MANAGER / LEAD EE		
CHRISTOPHER DRESNER	BUSINESS ADMINISTRATOR (EE)		
AHMAD FARHAT	TREASURER (EE)		
THIERRY KAYIRANGA	SECRETARY		
RYAN GREEN	BUSINESS ADMINISTRATOR (ME)		
JOSEPH HOMME	TREASURER (ME)		
CLAY NORRBIN	LEAD ME		