

**Code of Conduct**

EML 4551C – Senior Design– Fall 2012 Deliverable  
Team # 5

**Team Members:**

**Quy Nguyen**

*Team Leader*

**Omar Izaguirre**

*Sponsor Liaison*

**Christopher Brink**

*Treasurer*

**Mark Palmiere**

*Secretary/Webmaster*

*Department of Mechanical Engineering, Florida State University, Tallahassee, FL*

*Project Advisors*

**Dr. Chiang Shih**

*Department of Mechanical Engineering*

**Dr. Kamal Amin**

*Department of Mechanical Engineering*

*Reviewed by Advisor*

**Dr. Farrukh Alvi**

*Department of Mechanical Engineering*

**Sponsored by: Turbocor**

**Mr. Kevin Loman**

*Mechanical Engineer*

**Mr. Boris Bayevsky**

*Manager of Hardware design*

## **Philosophy**

In order to promote a successful project environment, a code must be in place for all group members to abide by. The protocols presented in this document will govern decision making, group member roles, communications, deliverables, conflict resolutions, ethics, and general members conduct.

## **Group Member Roles**

### Team Leader

The Team Leader is responsible for making sure every member is aware of their responsibilities and to keep the group members on task. The leader is also responsible for delegating the roles of the other team members in an equal and fair manner. The Team Leader must be aware of all deadlines and assignments. In addition, if a team member is unable to perform their duties, the team leader will delegate those responsibilities to the rest of the team appropriately. Furthermore, if the Team Leader is not capable of performing the necessary duties, then a new team leader will be elected by the other group members, with approval from the instructor.

### Sponsor Liaison

The Sponsor Liaison is responsible for relaying information from the sponsor to the team and from the team to the sponsor. It is imperative that the Sponsor Liaison keeps the sponsor up to date on any relevant information. The Liaison will also be tasked with setting up team, advisor, and sponsor meetings and keep a detailed schedule of these meetings. In addition, the Liaison must relay meeting information to the secretary for records.

### Treasurer

The Treasurer is responsible for keeping detailed records of all financial transactions that pertain to the project. The Treasurer must also keep a detailed, up to date budget of all planned and unplanned expenses. The Treasurer is also required to find options for purchasing with regards to cost of materials, labor, and research. The Treasurer will relay these options to the other team members for evaluation and decision. Also, a detailed log of all labor hours and estimated costs will be maintained by the Treasurer.

### Secretary/Web Caster

It will be this team member duty to oversee the design of the team's website. The Secretary/ Web Caster will be responsible for gathering all required documents and posting them on the group's website as required by the schedule. This person must keep in good contact with

the other group members to gather these documents. Also, the Secretary must present the relevant information to the group to decide what is posted on the website and what is not.

## **Communication**

Communication between team members is vital to a successful project. All electronic mail documents will be sent to all members of the group. This will keep everyone informed on all pertinent information. Communication by phone and in person is also encouraged. It is also required that group members express concerns in a timely and courteous manner. A professional demeanor is required in all communications. Meetings will be held weekly as required by our instructor. All meetings must be scheduled at least 24 hours in advance.

## **Decision Making**

All project decisions will be made as a group. Any obstacles will be resolved by a group meeting with a unanimous decision required. The same course of action will be taken for general design and budget decisions. In the event a unanimous decision cannot be made, a vote will be taken with the majority winning the decision.

## **General Ethics and Conduct**

Professionalism, responsibility, and accountability are crucial to a successful project. With this in mind, decisions made by the group must not do harm to others or the environment. All deliverables will be presented to the group for revision and approval at least 24 hours prior to the due date. During meetings and presentations, professional attire must be worn by all members. All members will treat each other and all contacts with respect. Furthermore, each member's ideas will be considered with equal consideration.

## **Conflict Resolution**

If a conflict between team members should occur, the following steps will be taken to resolve the conflict:

1. Group Consult – All members will meet to discuss and attempt to resolve the conflict. A unanimous consensus must be obtained for the conflict to be considered “resolved”.

2. Group Vote – If a unanimous resolution is not obtained, the group will then take a vote. A majority of 75% must be obtained to consider the problem “resolved”.
3. Consult Advisor – If a group consult or vote does not resolve the conflict, the problem will be presented to the group advisor in a professional manner. The advisor’s decision is then final.

**Statement of Understanding**

By signing this document the members of Senor Design Team 5 agree to the code of conduct as it is written and will adhere to its rules for the entirety of the project.

Name (Please Print)

Signature

Date

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