

Code of Conduct

EML 4551C – Senior Design– Fall 2012 Deliverable

Team # 9

Team Members/ Students names

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(s):

Philosophy:

In order to be a successful body it is necessary that each of its members collectively works together under specific expectations and clearly defined responsibilities. The next document will set the rules, standards, and responsibilities that Teams will implement during the design and construction of the Project: “ Harris Active Reflector Surface Adjustment”. The time frame will be from September 2012 to May 2013.

Responsibilities:

Team Leader - Cameron Duncan

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 their completions. If something goes wrong the team leader, jointly with the coordinator/ instructor, will analyze the best solution based on project success and approval from all members.

Sponsor Liaison and Meeting Coordinator – Raymond Mak

The person in charge of this role will be responsible for delivering any project update, inquiry and piece of information to the sponsoring company (Harris). He will also be responsible for setting up group meetings among members, as well as advisors, and sponsoring representatives. This person must also keep a detailed schedule and ensure all members are aware of incoming events.

Team Treasurer – Raymond Mak

The team treasurer will be responsible of keeping record of all financial transactions regarding the project. He must develop a plan that oversees all present and future expenses to ensure money security. Moreover he will provide any research of material, service, or part- cost and propose the best way to go. Before final decision on expenses is made, he must present his results to the other group members and receive approval from all.

Communication/Scheduling: Akeem Jordan

There will be mandatory group meetings every week as determined by the coordinator. Besides these personal meetings, communication will be made through phone interactions both verbal and written. 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 provide a time slot he will be available to make up the meeting. 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

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.

Terms of Agreement

By signing below I agree to follow these guidelines throughout the course of the project.

Team Member 1 - Cameron Duncan Date: September 20, 2012

Team Member 2 - Akeem Jordan Date: September 20, 2012

Team Member 3 - Raymond Mak Date: September 20, 2012