



# QUADCOPTER

Members:

**E.Eng. Department:**

Jigar Patel, John Chung, Matthew Kishe

**M. Eng Department:**

Andre Silva, Adam Sobiewski, Gabriel Morales

Advisors:

Dr. Oscar Chuy

Dr. Simon Foo

## Mission Statement

The objective of the design project is to collaborate together in a team in designing a Quadcopter for our sponsor. Our team will focus in meeting the specifications provided and collectively delivering a model to our design.

# Code of Conduct

## Communication protocols and standards

The primary ways of communication will be through phone calls and text messaging. Emails will also be used to relay information that are detailed and not immediately required. Another form of communications will be through group talk messenger. The Lead project manager from both disciplines are responsible for providing information to the team members

## Project Sponsors

This project is sponsored by Eglin Air force base. Specifications of what the quad copter should have will be provided by them. One of the team members will be the main contact with them to update them on the progress on the design project.

## Group responsibilities

The work will be divided evenly amongst the team, and each member has an assigned role in the project.

### **Lead EEL/ME:**

- Required to manage the team
- Makes the final decision when there are no agreements
- Responsible for representing the group and bridge between the advisors
- Schedule meeting times

### **Finance Manager:**

- Keeps track of paper work and receipts
- Builds a budget for the team
- Keeps track of expenses
- Order parts needed for the project

### **Software/Hardware engineer:**

- Ensures all the electronic components of the system are functional
- Programming the microcontrollers

### **Webpage Administrator and Historian:**

- Responsible for creating and maintaining the webpage
- Takes minutes in every meeting and submits it.
- Keeps track of upcoming deadlines and updates the webpage calendar

### Team Correspondent:

- Makes the necessary communication between the program sponsors and the team.

### Deliverables

A timeline with all the due dates will be created and followed accordingly. Each member is will be responsible to completing their assigned task which will be overseen by the lead manager from their respective discipline. All deliverables should be completed 24 – 48 hours before being submitted for final touches and changes. Once revised, the deliverables will be submitted to the teams google drive.

### Decision Making

Ideas concerning the project will be articulated in group meetings. After they have been discussed, the group will vote and agree to which direction to take. Ambivalent ideas will be settled by an advisor's opinion and they will have the final say on the matter.

### Conflict Resolution

The team will effortlessly strive to work with full cooperation and harmony, however if any team member has a conflict with another member, the confrontation will be mediated in the weekly group meetings. If the situation persist, the group will seek mediations from our program coordinator or advisor. Under no circumstances will physical confrontations be tolerated.

### Meeting policy

There will be one weekly meeting between the team members on Tuesdays at 10:00 AM, weekly meetings with the advisor on Fridays mornings at 9:30 AM and bi-weekly meetings with the program coordinator at 3:00 PM. All meetings are mandatory. If a meeting is to be cancelled the team members will receive an email at least 24 hours prior to the meeting. If a meeting is to be rescheduled the team members will be contacted for an available time. Attendance will be recorded in every meeting and submitted to the program coordinator along with the meeting minutes.

### Team Dynamics

The team will work by these guidelines:

- Communicate
- Cooperate
- Respect
- Be on time

- Work hard
- Be resourceful
- Expedite when possible
- Don't be afraid to ask

By signing this form you agree to our code of conduct. This code of conduct can be changed anytime in the duration of the project with consent from the group members.

## Signatures

X

---

John Chung  
Software/Hardware Engineer

X

---

Jigar Patel  
Project Manager ( Lead EE )

X

---

Matthew Kische  
Website Coordinator/ Test Engineer

X

---

Andre Silva  
Team Correspondant

X

---

Adam Sobiewski  
Lead ME/ Financial Manager

X

---

Gabriel Morales