**FAMU/FSU College of Engineering**

**Department of Mechanical Engineering**

**Code of Conduct**

**Team 23/15: Hybrid Thermal/Electrical Energy Storage System for OGZEB**

**Names:**

**Tristian Jones- ME**

**Nicholas Kraft- ME**

**Artur Souza- ME**

**Lucas Santos- ME**

**Corey Allen- EE**

**Anthony Cappetto- EE**

**Kristian Hogue- EE**

**Date: October 4th, 2013**



1. **Mission Statement**

Team 23/15 is committed to developing a successful hybrid energy storage system for the OGZEB house by the end of the Spring Semester. Both the Electrical and Mechanical Engineering departments will work together in a respectable and professional matter to produce results based upon our own expertise as well as learning from each other. Each member of the team will have an equal share of the workload in order to maximize productivity.

1. **Individual Roles**

Tristian Jones- Lead ME/ Project Leader

* Responsible for team coordination and maintaining project direction.
* Overseeing all Mechanical Aspects of the project.
* Responsible for team synergy.
* Main Project Spokesperson and Presentation Facilitator.

Nicholas G. Kraft- Treasurer/Liaison

* Responsible for all financial organization such as budgeting and expense management.
* Main communicator between vendors, sponsors, and the team.
* Product Procurement.

Artur Souza- Lead Researcher

* Delegation of Research Activities
* Maintains records of sources and references
* Promotes extra research needs and questioning of knowledge.

Lucas Santos- Assistant Webmaster/ Researcher

* Development/ Maintenance of ME webpage.
* Assist Lead Researcher

Corey Allen: Lead EE

* Oversees all Electrical aspects of the project
* Delegation of tasks among EEs
* Data Acquisition from OGZEB
* Responsible for alignment of EE and ME workflow

Kristian Hogue- Webmaster

* Responsible for overall construction of team website.
* Maintains website and features.

Anthony Cappetto- Bookkeeper

* Responsible for scheduling of meetings with sponsors, advisors, and team members.
* Integration between ME and EE scheduling.
* Responsible for logging minutes of meetings.
1. **Communication**

The majority of communication will be through emails, phone calls, and text messaging. A Facebook group has been created for the informal sharing of information and event reminders. Google Drive has been adopted for file sharing of deliverables. Google Calendar was utilized to organize the team’s calendar and to establish meeting times. The preferred method of communication is face to face meetings, with as many group members as applicable. Meetings shall be approved by all members expected to attend at least 3 days in advance. It is expected that all members will inform others of unexpected absences from meetings. In order to ensure full team cooperation, a weekly meeting has been scheduled for Thursdays at 6 PM. Communication between the Senior Design professors will occur during the staff meetings, or through email if necessary. All team members shall be CC’d on all email communication regarding the project. All email shall be approved by the project leader in order to reduce redundant or unnecessary emails.

1. **Team Dynamics & Conflict Resolution**

 The most important tenet of our team dynamic will be to maintain a positive mental attitude. With this guiding all of the team’s actions, the team shall be more productive and more cohesive in its thinking. An attitude of constructive criticism will also be adopted, with the knowledge that criticism is meant for the betterment of the team not for the debasement of individual team members. In the event of a dispute, the concerns of both sides will tried to be reconciled. If a compromise cannot be met, either the sponsors or the senior design staff shall be consulted. Another overarching tenet of our plan for team dynamics is to succeed as a team or to fail as a team. Blame will not be placed on individuals for a poor work. Instead extra effort will be taken to educate that team member and improve the quality of their work.

1. **Ethics**

The team members will be expected to conduct themselves in an ethical manner in all aspects of the project which includes all work done and professional conduct in meetings. As a guideline the NSPE Engineering code of ethics will be followed to ensure professionalism.

1. **Dress Code**

Casual Attire will be worn in all occasions except presentations and functions requiring more professional attire. This decision will be left to the discretion of the project team leader.

1. **Weekly and Bi-Weekly Tasks**

A weekly group meeting will be attended by all group members every Thursday at 6PM to update on individual and group progress on different tasks. A staff meeting with the senior design project professors and advisors will be attended every other week to show group progress on the project as a whole and discuss accomplished goals and later milestones. A biweekly report will be constructed for each staff meeting to be used as a summary of progress within each two week period.

1. **Decision Making**

Before a decision is made each team member will evaluate the problem, brainstorm, and contribute their individual solutions and combine ideas with other members before group agreement on the decision. The problem solving process will be followed in making each decision. This process includes:

1. Problem Definition
2. Tentative Solutions
3. Possible Outcomes
4. Solution Comparison
5. Decision on Solution
6. Testing of Solution
7. **Statement of Understanding**

By signing this document the members of Team 1 agree the all of the above and will abide by the code of conduct set forth by the group.

Name Signature Date

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