



FAMU-FSU COLLEGE OF ENGINEERING



DEPARTMENT OF MECHANICAL ENGINEERING

SENIOR DESIGN I – EML 4551

CODE OF CONDUCT

Submission Date: 10/04/2013

MECHANICAL DUMP VALVE – TEAM 3

Team Members: Alexander Atchison, Samuel Botero, Danelis Sonora Lopez



MISSION STATEMENT

The Mechanical Dump Valve Team (Team 3), is being sponsored by Cummins Inc. Their influence on the team has developed our commitment to follow some of their values which are Integrity (do what is right at all times), Innovation (develop better solutions), Delivering Superior Results (exceed expectations), Diversity (embrace and respect different cultures, perspectives, ideas), Environmental and Community Responsibility (work towards a cleaner and safer environment). The members of this team will strive to follow these values in order to create a safe and positive work environment throughout this school year.

TEAM MEMBERS ROLES

Team Leader – Danelis Sonora Lopez

Team Webmaster – Samuel Botero

Team Financial Manager – Alexander Atchison

Team Leader

The team leader is responsible for planning, managing, organizing and developing tasks for the project. This person will plan, develop and organize all the team meetings, tasks, and delivery schedule for the project. The leader is responsible for keeping a record of all meeting and biweekly reports as well as communicating the minutes of the meetings to the team mentor and sponsor. Danelis is also responsible for communication within the team, ensuring all views are respected, responding emails, and making sure all the team members get a fair chance at communicating their ideas. She will also be responsible for delegating tasks within the team and the progress of the project. Danelis must always ensure the team's and project's needs are being answered and completed successfully. The team leader is also responsible for reviewing all documents before they are submitted.

Webmaster

The team's webmaster takes charge of making sure the website is up to date with all the available deliverables and documents. He takes the responsibility of creating a professional and unique website, getting the website online, uploading the documents and updating the information displayed. Any problems encountered with the website shall be discussed with the team leader. All changes made to the website shall be previously discussed with the team members.

Team Financial Manager

The team financial manager is responsible for managing the team's budget. He will ensure the team stays within budget at all times and makes no irresponsible

expenses. Alexander is responsible for communicating the current team finances in staff meetings. He is also responsible for reaching out to our sponsor, mentor and advisor whenever there is the need of using the budget.

ALL TEAM MEMBERS:

- Will communicate ideas respectfully
- Abide to the mission statement
- Will strive to create a positive work environment
- Respect decisions and commitments made as a team
- Deliver their tasks on time
- Participate in all meetings
- Review deliverables before they are submitted
- Work towards the better of the project
- Respect each member's role and comply to hers/his

COMUNICATION

All communication shall be handled mainly over phone and text-messaging among the group. E-mails shall be the secondary means of communication and only be used for issues that are not urgent; however, e-mails shall be used to transfer files within the members.

For the purpose of communicating efficiently, every team member must have a working cellphone and e-mail. E-mails shall be checked regularly, at least twice a day to check if any information has been sent regarding the project. All meetings appointments and important dates shall be discussed over the phone; however, under certain circumstances e-mails may be used, so it is necessary for each member to check e-mails frequently.

Whenever a meeting is cancelled, every team member must be contacted through cellphone and e-mails 24 hours in advance. If a team member cannot attend a meeting, he must contact the rest of the team 24 hours in advance informing the absence. Reason for absence will be appreciated but not required. Repeated absences in violation with this agreement will not be tolerated.

When communicating with the team's sponsor and mentor, e-mails are preferred. This will provide a way of storing and recording information given by the sponsor and mentor. Any major or pressing issues should be addressed in person or over the phone and then confirmed through e-mail as well as the solution to the issue.

TEAM DYNAMICS

The team shall work on the principle that every idea has to be heard. Any suggestions or constructive criticisms are encouraged. Criticism shall be received professionally by everyone. If any member of the team finds a task to be too difficult they are expected to ask for help and discuss the problem with the team. If any member feels that at any time they are not being respected or taken seriously, the member must bring

the situation to the attention of the team and the issue shall be resolved. We shall not let emotions dictate our actions.

ETHICS

All team members will be held responsible for complying with this code of ethics. All team members are also responsible for knowing the Engineering Code of Ethics and the Cummins Code of Ethics.

DRESS CODE

All team members must wear the appropriate attire for meetings, presentations, and any other team activities. During team meetings only (Alex, Sam, D) no specific attire is required. For staff meetings, a meeting with sponsors or mentors business casual attire is required. For any other events the team will decide on business casual or formal attire depending on the event.

WEEKLY AND BIWEEKLY TASKS

The team will have specific tasks throughout the week; each team member is responsible for completing their specific task. Every member of the team is responsible for attending team meetings, biweekly reports and staff meetings. Any tasks communicated during these meetings to a member are to be completed and delivered on time.

DECISION MAKING

Every team member must acknowledge that the top priority is to achieve the goal of the project. All decision making shall be made unanimously, however in case of conflict see the Conflict Resolution section below. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as group and a consensus shall be followed to make the decision. If there is any conflict of interest, such conflict must be discussed with the team previously to making a decision. If a team member does not fully comprehend the consequences of a decision, it is the team's responsibility to explain to this member all the possible outcomes so that every team member has the ability to make a well-informed decision.

Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the
- group.
- Tentative Solutions – Brainstorm possible solutions. Discuss amongst the group most plausible solutions.
- Data/History Gathering and Analysis – Gather necessary data required for implementing a tentative solution. Re-evaluate such tentative solution for plausibility and effectiveness.

- Design – Design the tentative solution product and construct it. Re-evaluate for plausibility and effectiveness.
- Test and Simulation/Observation – Test design for tentative solution and gather data. Re-evaluate for plausibility and effectiveness.
- Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if the design can be improved and if time/budget allows for it.

CONFLICT RESOLUTION

If an issue arises within the team, the following steps should be enacted:

- The team leader will lead the intervention. If the issue is arising from the team leader then a member not involved in the argument will lead the intervention.
- All parties will have a fair chance at communicating their views in a respectful manner.
- If needed, a vote should be taken to arrive to a conclusion (2/3 wins).
- In case of the team finding no solution, the team mentor’s opinion will be requested.
- The solution decided is to be respected by all team members.

STATEMENT OF UNDERSTANDING:

By signing below as a team member of the Mechanical Dump Valve Team 3, I agree to follow this code of conduct during the period I am a part of this team.

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____