

**FAMU/FSU College of Engineering**  
**Department of Mechanical Engineering**  
**Code of Conduct**

**Team 1 – O-ring Testing and Characterization**

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September 12<sup>th</sup>, 2014

## **Mission Statement**

Team 1 will contribute a full effort to the creation and maintenance of such an environment in order to bring out the best in all of us as well as this project. This team is also devoted to creating a work environment that supports all positive aspects of the project, such as professionalism, integrity, respect, and trust.

## **Roles**

Based on the skills of each individual, the roles are established as such:

### **Lead ME: Project Controls** – Richard Edgerton

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among group member according to their skill sets; finalizes all documents and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the leader will act in the best interest of the project.

### **Secondary ME: Project Financial Consultant** – Kenneth McCloud

Primary manager of the budget and maintains a record of all project expenses. Presents any product or expenditure requests to the advisor, who is then responsible for the analysis and review of the equivalent/alternate solutions. The advisor will then notify the financial consultant if the request is granted and order the selection, while the consultant relays this information to the group.

### **Secondary ME: Project Planning** – Erin Flagler

Supports the mechanical design aspects of the project and maintains a line of communication with the lead ME. She will keep the communication flowing, both between team members and sponsor. She will take the lead in organizing, planning, and setting up meetings. She is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process.

### **Secondary ME: Project Analysis** – Emilio Kenny

Supports the mechanical design aspects of the project and maintains a line of communication with the lead ME. He will keep all design documentation for record and is responsible for gathering all reports. In addition, he is responsible for keeping a record of all correspondence between the group and the minutes of the meetings.

### **Secondary ME: Project Support** – Tawakalt Akintola

Supports the mechanical design aspects of the project and maintains a line of communication with the lead ME. She will assist with organization and collecting documentation with both Project Planning and Analysis. She will also provide additional support to all aspects of the project.

### **All Team Members will:**

- Complete delegated tasks of the project
- Supports project goals and success
- Deliver on commitments
- Deliver and accepts constructive criticism
- Communicate effectively
- Be respectful and supportive to others ideas and roles
- Think outside the box

### **Communication**

The main forms of communication will be over group text, email, and phone. The preferred method will be group-texting to facilitate the speed of communication. Email will be a secondary form of communication for issues not being time-sensitive and is also recordable. For file sharing, email and Google Drive will be the main forms of transfer.

Each group member has a working email for the purposes of communication and file sharing. Members must check their emails at least twice a day for important information and updates. Team members will be notified of meeting dates and information first through group text. In addition, information from the sponsor will be sent over email.

### **Absences**

If an important meeting with faculty or Cummins must be canceled, an email must be sent out at least 24 hours in advance. The team should attempt to schedule a make-up meeting to stay on track

Missing meetings is frowned upon, but some circumstances are uncontrollable. If an individual member is unable to attend for any reason, the member is to notify group of their absence as early as they can. The member is also to participate as much as possible remotely while the group decides what or if the absent member can do to contribute. Repeated absences in violation with this agreement will not be tolerated. If such a situation were to occur, the issues will be addressed and faculty will be involved. See section Conflict Resolution below.

### **Team Dynamics**

The students will work together while allowing one another to feel free to make any suggestions or constructive criticisms. All suggestions are to be respected and considered professionally. If any member on this team finds a task to be too difficult it is expected that the member should ask for help. If any member of the team feels they are not being respected or taken seriously, that member must bring it to the attention of the team in order for the issue to be resolved. Everything done is for the benefit of the project and the team as a whole.

## **Ethics**

Team members will be familiar with and abide by the NSPE Engineering Code of Ethics.

## **Dress Code**

Team meetings will be held in casual attire. Sponsor meetings and group presentations will be business casual to formal as decided by the team per the event.

## **Weekly and Biweekly Tasks**

The team will participate in all meetings with the sponsor, advisor, and instructor. During said meetings, all pertinent information will be discussed. Weekly assignments will be submitted, and new tasks will be delegated to team members. Repeat absences will not be tolerated.

## **Decision Making**

It is conducted by consensus of the team members. Individuals with conflicts of interest will not participate in decision-making processes. It is up to each individual to act ethically making supporting the goals of the project a top. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define and discuss the problem to understand it.
- Brainstorm – Brainstorms and discuss the most plausible of possible solutions.
- Data Gathering and Analysis – Gather necessary data required for implementing
- Tentative Solution- Re-work possible solutions for plausibility and effectiveness.
- Design – Design the chosen solution product and construct it. Then re-evaluate for plausibility and effectiveness.
- Test– Test chosen solution and gather data. Re-evaluate.
- Final Evaluation – Evaluate the testing phase, determine its level of success and decide if design can be improved and if time/budget allows for it.

## **Conflict Resolution**

In the event of discord amongst team members the following steps shall be respectfully employed:

- If there is an issue with the design aspect of the project, a consensus vote will be administered if needed, favoring majority rule.
- If there is a behavioral/personal issue, both parties will communicate with active listening to acknowledge clear understanding.
- Team Leader intervention.
- If conflict is still not resolved, faculty will mediate and assist with final conflict input