

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

**Team 4 and VTT Rotor: Back EMF Test Fixture
Names:**

Russell Hamerski	(rh10g)
Tim Romano	(tr10j)
Andre Steimer	(as10f)
Andrew Panek	(ajp11k)
Thomas Razabdouski	(trs09)

Date: 9/11/2014

Mission Statement

Team 4 will be dedicated to delivering a product of the highest quality while working together as a unified force. A positive work environment will be ensured throughout the entire process. Every member will be responsible for full completion of their delegated responsibilities. This project will serve as an exemplary piece of immaculate engineering against which all future senior designs shall be measured.

Roles

Each team member is delegated a specific role based on their experience and skill sets and is responsible for all here-within:

Team Leader – Russell Hamerski

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 team leader will act in the best interest of the project.

The team leader takes the lead in organizing, planning, and setting up of meetings. The team leader will be the main point of contact with the team Mentor Dr. Cattafesta. Finally he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress.

Team members:

Financial Advisor – Tim Romano

Manages the budget and maintains a record of all credits and debits to project account. Any product or expenditure requests must be presented to the advisor, whom is then responsible for reviewing and the analysis of equivalent/alternate solutions. They then relay the information to the team and if the request is granted, order the selection. A record of these analyses and budget adjustments must be kept on one centralized Microsoft Excel document which will be updated on the Friday of each week on Dropbox.

Lead ME – Andrew Panek

Takes charge of the mechanical design aspects of the project with the exception of the CAD work. He is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process. Keeps all design documentation for record and is responsible for gathering all reports. Additionally, he will be the main point of contact with the sponsor Turbocor for all engineering related inquiries.

Secretary/Assistant to Team Leader – Thomas Razabdouski

He is responsible for keeping a record of all correspondence between the group and 'minutes' for the meetings. He will maintain a constant line of communication making sure the entire group is up to date with all current events. He will assist the Team Leader in the communication aspects of the project as well as the scheduling of deadlines and meetings.

Lead CAD Engineer/Webmaster – Andre Steimer

Responsible for all CAD parts and drawings relevant to the engineering aspects of the project. Will also be the assistant to the lead ME. He is in charge of the startup, design, aesthetics, and maintenance of the group's website. He will ensure the use of Sans Serif font on all text used.

All Team Members:

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks

Communication

The main form of communication will be over phone, email, and text-messaging among the group, preferably email as well as through regular meetings of the whole team. Text-messaging will be a secondary form of communication to be used in conjunction with email for issues that are time-sensitive. For the passing of information, i.e. files and presentations, email will be the main form of file transfer and proliferation. Dropbox will be used in addition to email.

Each group member must have a working email for the purposes of communication and file transference. Members must check their emails at least twice a day to check for important information and updates from the group. Members will be initially informed both text-messaging and email. If a meeting must be canceled, an email must be sent to the group at least 24 hours in advance when possible.

Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

Team Dynamics

The students will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult it is expected that the member should ask for help from the other teammates. 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. We shall NOT let emotions dictate our actions. Everything done is for the benefit of the project and together everyone achieves more.

Ethics

Team members are required to be familiar with the NSPE Engineering Code of ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be stringent following of 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. Presentations will be conducted in formal attire meaning slacks/khakis, oxford, tie, dress shoes, and blazer.

Weekly and biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser and instructor. During said times ideas, project progress, budget, conflicts, timelines and due dates will be discussed. In addition, tasks will be delegated to team members during these meetings. Repeat absences will not be tolerated.

Decision Making

It is conducted by consensus and majority of the team members. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group member. 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 – Brainstorms possible solutions. Discuss among group most plausible.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate 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 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. Each step will be implemented in the following order until a resolution is reached.

- Communication of points of interest from both parties which may include demonstration of active listening in the ME Help Center through paraphrasing or other tools acknowledging clear understanding.
- Administration of a vote, if needed, favoring majority rule.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

Note:

References

EML 4551 Code of Conduct Template

Some original sentences are contained within this text however, important sections have been customized to the specific needs of Group 4

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
Russell Hamerski	<i>Russell Hamerski</i>	9/18/14
Thomas Razabdouski	<i>Thomas Razabdouski</i>	9/18/14
Timothy Romano	<i>Tim Romano</i>	9/18/14
Andre Steimer	<i>Andre Steimer</i>	9/18/14
Andrew Panek	<i>Andrew Panek</i>	9/18/14