FSU/FAMU College of Engineering

Mechanical and Electrical Senior Design Project

Code of Conduct

Team #8 AUVSI Design Competition

Group Members:

Chris Bergljung

Jermaine Dickey

William Disciple

David Hegg

Gavarni Leonce

John Murnane

Tavarius Slaughter

September 12, 2014

Mission Statement

The objective of Team 8 is to create a professional, multidisciplinary team that is based around cooperation, respect, and commitment. By building a successful team using all member's knowledge and full contribution throughout the entire life of the project; we will strive to excel in the 2015 AUVSI Design Competition.

Roles

Team Leader- David Hegg

Team leader is responsible for the overall well-being of the team and the project. He oversees the timeline and goals of the project; and keeps members focused and up to date on the progress of the team. He delegates responsibilities within the team to the most capable member, always keeping the team's best interests in mind.   The team leader will act as a path of communication between the team and the sponsor. He will also promote full collaboration and transparency within the group. He will be responsible for leading meetings between the group, sponsors, and faculty. The team leader will review all assignments and documents before verifying their submission.

Mechanical Lead- Chris Bergljung

Mechanical lead is responsible for any ME-specific tasks. He works in conjunction with the electrical lead and programming lead to make sure all aspects of the project are completed. He consults with the team leader to help delegate mechanical engineering tasks. The ME lead also communicates with the mechanical advisor. He has in-depth knowledge of the physical design and overall mechanical progress.

Electrical Lead- Gavarni Leonce

Electrical lead is responsible for any ECE-specific tasks. He works in conjunction with the mechanical lead and the programming lead to make sure all aspects of the project are completed. He consults with the team leader to help delegate electrical engineering tasks. The ECE lead also communicates with the electrical advisor. He has in-depth knowledge of the electrical design and overall electrical progress.

Programming Lead- Jermaine Dickey

Programming lead is responsible for any programming-specific tasks.   He works in conjunction with the mechanical lead and the electrical lead to make sure all aspects of the project are completed. He consults with the team leader to help delegate programming tasks. The programming lead also communicates with faculty for assistance if needed. He has in-depth knowledge of the project's extensive programming and progress.

Secretary- Will Di Scipio

Secretary is responsible for recording minutes for every meeting. He promotes communication within the group using all necessary outlets. The secretary handles paperwork for the team

Treasurer- Tavarius Slaughter

Treasurer is responsible for the budget of the project. He keeps a record of all credit and debits within the group. He reviews any possible expense and presents the team with an analysis of advantages and disadvantages of the expenditure. After presenting the team with the summary, he leads a vote within the group for a final decision. The treasurer is then responsible for getting approval from the advisor and placing the order. He keeps all relevant documentation along with the record of credits and debits.

Web Designer- John Murnane

Web designer is responsible for launching an attractive and informative web page that presents all pertinent documents, photos, videos, and information. He launches the web page in a timely manner and updates it weekly, or when necessary.

All Members-

All members are responsible for contributing their best work to the project. Each member must complete their assigned tasks, or consult with the group for assistance. All members will be flexible and will apply themselves where they can on this multidisciplinary project. Members must agree on team decisions or understand that they are for the betterment of the project. All members must respect each other's contributions and provide constructive feedback when necessary. Teamwork is essential and members must uphold a professional environment. All members hold equal vote when making team decisions.

Communication

The primary form of communicating within the group will be through calling via phone and text-messaging. For non-immediate messages or for the transfer of larger files between members of the group, Email will often be used. Both of these forms of communication allow for easy contact with other members.

While both previous forms of communication are extremely effective between two people, they are not as applicable for groups. To help promote communication and collaboration between the group as a whole; Facebook and Dropbox groups will be used. Facebook allows quick and public communication to the whole group, while Dropbox allows large files and documents to be readily accessible.

Due to two members studying abroad from August to December, consideration must be made to effectively communicate within the team. Both students have access to all previously stated forms of communication, and will use them to contribute effectively. For group meetings and presentations, video conference software (ex. Skype or Google Hangout) will be used.

Members must check their Email at least once daily. If an important or time-dependent announcement needs to be made, all sources of communication will be used to insure all members are aware.

If a meeting is canceled, an email must be sent to the group at least 24 hours in advance. Any team member not able to attend a meeting must give notice of at least 24 hours in advance, preferably with reason for the absence. Repeated unexcused absences will not be tolerated.

Ethics

All members are required to familiarize themselves with the NSPE Engineering Code of ethics. Any deviation or violation of the NSPE Engineering Code is unacceptable and will be dealt with accordingly. The code can be found at: http://www.nspe.org/resources/ethics/code-ethics

Dress Code

Team meetings and short-notice meetings with faculty will be held in casual attire. Meetings with sponsors and any individual or group presentations should be held in business casual to formal attire. The level of formality is to be decided by the group to properly fit the occasion.

Meetings

Group meetings will be held weekly at a consistent time to avoid conflicts. If additional meetings need to be held or if the time of the meeting needs to be changed, the team will schedule the meetings accordingly. These meetings are crucial in discussing progress, budget, ideas, and problems. Minutes of all meetings will be taken for any absent members and to refer to at a later time. Again repeated options will not be tolerated.

Conflict Resolution

In the event that there is a dispute amongst team members the following steps will be followed to mitigate the problem. Each team member will write out concisely and communicate to all the other members his ideas. During this period all other members should listen actively to completely understand all sides. Once all views are presented then each member should think unbiased about which choice will be best for the total outcome of the project. With this choice in mind, a vote will be administered by the team leader in which case majority will win. If a decision truly cannot be reached with this process, then the team leader will mitigate any situation and request help from faculty/advisor to solve any outstanding problems.

Decision Making

For major group decisions in which all members are not in agreement, a group vote will be taken. A round-table discussion will occur, with each member stating his opinions on the topic. After the discussion is completed, a vote will be held. Each member has one vote, and the majority vote will win. This will be the most optimal way to make decision that the group can't collectively agree upon.

Statement of Understanding

By signing this document, the members of Team 8 agree to all of the above and will abide by the code of conduct set forth by the group.

Name   Signature   Date

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