

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

Code of Conduct

Team #15 – Pyrotechnic Hammer Blow Test

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Mission Statement

Team 15 is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust. We seek to fulfill all requirements set forth by Harris Corp., Dr. Kumar, as well as by our team. Our primary goal is to end with a fully working prototype of a system designed to model pyrotechnic shocks in a constrained environment repeatedly, and accurately.

Roles

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

The Diplomat (Team Leader): Charles DeMartino

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 diplomat is responsible for promoting communication and increased teamwork. If a problem arises, the team leader will act in the best interest of the project. Also acts in capacity of a liaison between team, sponsor, and advisor.

The MoneyMan (Treasurer): Chase Mitchell

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. A record of these analyses and budget adjustments must be kept. The treasurer is also responsible for primary input on financial decisions as well as cost analysis after purchases are made.

The Digitizer (Webmaster): Nathan Crisler

The digitizer is responsible for maintaining website and electronic records. They also are responsible for any official communications to advisor,

group, and sponsor. Any and all digital documentation will be filed, stored, and catalogued electronically for easy access through the webpage.

The Communicator (Secretary): Chad Harrell

Facilitate communication within group and set meeting times and places. Also, responsible for any and all intra-group meeting records. The communicator will keep all team members up to date in the case of any absences.

All Team Members:

- Work on certain tasks of the project
- Buy into the project goals and success
- Deliver on commitments
- Adopt team spirit
- Listen and contribute constructively; Provide 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 primary form of communication will be using the GroupMe app for iPhone and Android. This is a mobile messaging app that provides simple means to set meetings, share ideas, and collaborate on this project. In addition, we will use e-mail, Google Drive, DropBox, and USB drives to share files. Regular team meetings will be scheduled as needed during regular working hours.

All team members agree to give fair notice in case of a planned absence. Unplanned absences or late arrivals will be compensated for with snacks. Quantity and quality will be determined based upon the severity of the act.

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 to formal as decided by the team per the event.

Weekly and Biweekly Tasks

Team members will participate in all meetings with the sponsor, advisor 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 or after these meetings. Repeat absences will not be tolerated and will be handled according to the conflict resolution section of this document.

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 steps toward goal.
- 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:

- Communication of points of interest from both parties.
- Administration of a vote, if needed, favoring majority rule.
- Differential methods of settling disputes may be employed at the discretion of the parties involved.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

