

Contract of Conduct and Operations

Project #16:

**Prototype machine for coating
stabilized lithium metal powder**

Project Members:

Marcos Leon	ml10s
Vannesa Palomo	vp09
John Shaw	jcs09e
Maria Sanchez	ms13
John Magner	jjm10n
Ben 'Bj' Tinsley	bjt11

Date:Sept. 24, 2014

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

Mission Statement

Team 16 is dedicated to upholding engineering standards while using their creativity, innovation, and determination to ensure a positive working environment that will yield the best results possible. Every member of this team will contribute their full effort and opinions to the creation of our design.

Roles

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

Team Leaders:

- Vannesa Palomo
- John Shaw

In charge of managing the team as a whole. Must develop plans and timelines for the project, delegates tasks among group member according to their skill sets. Is responsible for finalizing all documents and provides input on other positions where needed. Is responsible for promoting team work, good ethics, and individual motivation. If a problem arises, the team leader will act in the best interest of the project. Must keep communication between all team members, relevant departments, sponsor, and mentor. Must lead the team in organizing, planning, and setting up of meeting. In addition, he is responsible for keeping a record of all correspondence between the group and 'minutes' for the meetings. Finally he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress.

Treasurer:

- Marcos Leon

In charge of dealing with the budget given to our project. Must create an expense report based on purchases, labor costs, and miscellaneous. Will be in charge of placing material or part orders based on budget capabilities. Must make sure that the project spending never exceeds the fund given. Will handle the money directly when a payment for services rendered is required. Will advice the group when spending is lavish.

Media:

- Benjamin Tinsley

Will be in charge of creating a website to the standards set by the entire team. Must post relevant information such as meeting minutes, deliverables, presentations, or documents on the website within 2 business days of their submission date. In charge of updating any parts of the website that are having problems or causing errors immediately. Must present all project information in professional and ethic way. Will be in charge of anything that has to do with media/social networking.

Presentation Leader:

- John Magner

Will be in charge of complying any project presentations. Must create a presentation deadline schedule. Must be responsible for citing any relevant information on presentations. Responsible for scheduling a conference room or classroom for the presentation. Must invite all relevant parts to the presentation, such as sponsor, advisor, and mentor.

Electrical Engineering Liaison:

- Maria Sanchez

In charge of electrical engineering department deadlines for the project. Must turn in all project portions necessary to electrical engineering department. In charge of the blog, including meeting minutes, deliverables, and presentation uploads. Must schedule all appointments or meetings need with any staff or advisor from the electrical engineering department. Must have open communication with the team leaders to ensure that the project is following the overall scheduling set by all departments involved. During the project construction will be responsible for keeping all electrical documents and uploading scans of said documents. Must confirm the validity and advise the team of/on all electrical components in the design.

All Team Members:

These are tasks that all members of the project will be expected to fulfill:

- Will be part of the brainstorming process and concept selection
- Believe the project goals and success
- Work on certain tasks of the project
- Fulfills commitments in a timely and organized fashion
- Works as a team
- Listens and contribute constructively (feedback)
- Will properly communicate with one another
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks

Team Communication Methods

Our main form of communication will be telephone, specifically text-messaging among the group. Email is our secondary form of communication for basic information relay, reminders of past meetings, as well as any written correspondence between the team and our sponsor/advisor/mentors. For the passing of forms and other important documentation, i.e. files and presentations, wiggio.com and google documents will be the main form of file transfer and proliferation. As a back up, dropbox and powdercoatingmachine.weebly.com will also have a copy of all documents.

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. Although members will be initially informed via a phone call, meeting dates and pertinent information from the sponsor will additionally be sent over email so it is very important that each group member checks their email frequently.

If a meeting must be canceled, a text-message must be sent to the group at least 24 hours in advance, and confirmation of the text-message being received is mandatory.

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

Our team is to work and function as a unit. Each member is an essential part of the whole, and as such, their opinions and ideas will be listened to and put into consideration throughout the project. If there is ever a moment when a member feels that the burden of their task is too much to handle alone, they must be honest and ask for help. Our goal is move forward together through success and hardships. When problems arise we will be objective, remove emotions from the root issue and find a solution together.

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, which can be found on their website at <http://www.nspe.org/resources/ethics/code-ethics>.

Dress Code

Depending on the nature of the meeting or event, the dress code will be decided by the team leaders. An announcement of the dress code will be sent out by email at least 1 day in advance of the meeting date. If a dress code is not specific it may be assumed to be casual attire. It will be mandatory that group presentations to be conducted in business casual to formal attire.

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. Meeting Minutes will be recorded and archived for future reference. In addition, tasks will be delegated to team members during these meetings. Repeat absences will not be tolerated.

Decision Making

Decision making will be done by consensus and majority of the team. If any problem arises that may deal with ethics/morals, a written complaint of concern will be filed and discussed as a team. Once the team discusses the reasons for concern, the team will vote for majority, and then that majority will decide on a plan of action. If deemed needed the team will seek counsel with their advisor/mentor, and if still unsure will seek an alternative counsel. If any individual has any conflicts of interest, they should not participate in the decision-making processes but do not need to announce said conflict. Each team member must act to the highest ethical and moral standards. Below are the steps in the decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the group.
- Creative Stage- Will brainstorm possible solutions. Discuss among group most plausible.
- Research Stage - Will need to gather data/history and analysis 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

If any issues should arise that disrupt the team dynamics, we shall implement the following steps to resolve the problem:

- Respectfully talking through the issue, attempting to come to a compromise between the affected parties.
- Administration of a vote, if needed, favoring majority rule.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 16 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Marcos Leon

Vannesa Palomo

John Shaw

Maria Sanchez

John Magner

Ben 'BJ' Tinsley

Signature	Date
	9/25/14
	9/25/14
	9/25/14
	9/25/14
	9/25/14
	9/25/14