



## **FAMU/FSU College of Engineering**

### **Department of Mechanical Engineering**

#### **Code of Conduct**

<b>Team # 17</b>	<b>Email</b>	<b>Phone</b>
<b>Belal Nabulsi</b>	<a href="mailto:bkn12@my.fsu.edu"><u>bkn12@my.fsu.edu</u></a>	<b>(850) 766-6565</b>
<b>Bruce Orozco</b>	<a href="mailto:bo09@my.fsu.edu"><u>bo09@my.fsu.edu</u></a>	<b>(786) 390-4350</b>
<b>Cory Nelson</b>	<a href="mailto:ctn10d@my.fsu.edu"><u>ctn10d@my.fsu.edu</u></a>	<b>(813) 624-3471</b>
<b>Jhamal Holliday</b>	<a href="mailto:jbh11m@my.fsu.edu"><u>jbh11m@my.fsu.edu</u></a>	<b>(850) 381-1370</b>

**September 12, 2014**

**Updated: September 21, 2014**

## **Mission Statement**

The goal of Group 17 is to design and test the feasibility of an efficient and cost-effective thermal energy storage system for an Organic Rankine Cycle generator by Verdicorp Inc.. Group 17 vows to produce the positive, inclusive, and supportive work environment necessary to produce a quality engineered end product. All members will deliver significant contributions to the project throughout the design process.

## **Roles**

Each group member was assigned a unique set of responsibilities based on their specific set of skills and level of interest in the position.

### **Team Leader:**

Jhamal Holliday

Manages team by setting specific goals that follow a specific timeline, maintaining member involvement, and ensuring that each member's unique skills are used to their full potential. After setting weekly goals the team leader delegates each member's specific tasks. Team leader also facilitates time during group meetings for each member to present their thoughts and conclusions of previously assigned tasks. The team leader also participates in communication with advisors, instructors, and sponsors.

### **Financial Advisor:**

Cory Nelson

Manages the project's budget. When there exists multiple solutions to a design problem the financial advisor will evaluate the alternates based on available funds and expected performance of the solutions. They will then make a final decision on the selection and make any and all purchases. The financial advisor is also expected to maintain an active record of all project expenditures including receipts.

### **Lead ME:**

Belal Nabulsi

The Lead ME oversees the overall mechanical design. They compare the performance analysis provided by team members and determine the best solution from a purely mechanical perspective. They will then be sure to consult the financial advisor concerning their proposed solution in order to verify if it is feasible or not. If not, then they must look into how to make a more cost effective design. The Lead ME is responsible for maintaining a record of proposed designs including any drawings, graphical analysis and final deliverables.

### **Communication Officer:**

Bruce Orozco

Liaison to public who's in charge of setting up and updating the project's website. The communication officer will also maintain a calendar of upcoming events such as meetings, goal deadlines, and presentation. They will also assist the team leader in maintaining contact with advisors and sponsors throughout the design process.

## **All Team Members**

All team members vow to put in a deliberate effort in their assigned task and approach every task with a mentality that breaking promises to one another should be avoided at all costs. If a team member requires help with a designated task that member is expected to effectively communicate that need before their deadline. Each team member is expected to review all relevant background of the project, thus increasing the overall knowledge base of the team. All members will strive to create a positive team dynamic by encouraging one another and remaining open minded to new ideas. Members will provide continuous feedback throughout the design process which will lead to continuously increasing team performance. Finally, the team promises to effectively use our human resources. That is when one task is assigned to an individual another team member will not dedicate time to the same task.

## **Communication**

In communicating with each other, time must be of the essence. For that reason, the first form of communication will be through phone or text message. When trying to create a meeting, phone/text message and email will be sent out so there are no complaints. These meeting invitations should be sent out at least 2 days in advance. Emails must be initially verified by each other, and from then on each member is to check their email at least three times a day so that there is no missed information from either the group members, or the sponsor. As for file transference, Dropbox will be the main form of sharing. Files should be updated as often as possible.

Meetings are mandatory, but if a meeting must be cancelled or if someone is unable to attend, both email and group text must be sent out at least one day in advance. Excessive absences by any group member will not be tolerated.

## **Team Dynamics**

In this group each team member will be able to express his opinion with prejudice or unconstructive criticism. The members will work together as a collaborative team to progress through deadlines. As tasks become too difficult for certain members help will be provided by other team members. Each member will be respected as an individual as well as a contributing member of Group 17. If a member feels uncomfortable or disrespected they will bring it to the attention of the group during a team meeting and the problem will be addressed immediately. All actions will be done with little to no emotions to prevent negativity or prejudices in the group. These actions will be done to benefit the group and its' productiveness.

## **Ethics**

Each team member will be held to the NSPE Code of Ethics. Any deviation from this code will require action from the rest of the group to determine the appropriate repercussions. Provided from the NSPE website: Engineers, in the fulfillment of their professional duties, shall: Hold paramount the safety, health, and welfare of the public. Perform services only in areas of their competence. Issue public statements only in an objective and truthful manner. Act for each employer or client as faithful agents or

trustees. Avoid deceptive acts. Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession. See more at: <http://www.nspe.org/resources/ethics/code-ethics#sthash.kQ0IAKle.dpuf>

## **Dress Code**

Team meetings as well as those including our faculty advisor will be held in casual attire. More formal meeting with sponsors and presentations will be held in business casual to formal as necessary.

## **Weekly and biweekly Tasks**

Team members will be assigned weekly and biweekly tasks on which they are expected to present their progress during regular group meetings. When meeting with advisors, sponsors, and instructors; completed tasks and future tasks will be compiled into a group message that addresses our current goals, accomplishments, and a set of foreseeable challenges.

## **Decision Making**

The decision making process of the team will be conducted in a thorough and constructive manner. Each member is expected to fully understand the problem and contribute to the solution with their individual perspective. Major decisions regarding the progress and/or goals of the project will be evaluated as a group; minor decisions can be evaluated on an individual basis as deemed by each member's role. Below are the necessary steps in the decision making process:

- Identification of needs - Define the problem and set reasonable goals.
- Ideation – Constructively brainstorm and discuss plausible solutions and/or constraints.
- Analysis – Gather data on all possible solutions and select most plausible.
- Detailed Design – Construct thorough design concept of solution.
- Prototyping – Simulate and test detailed design of solution and gather data to reevaluate for effectiveness.
- Final Solution – Evaluate prototyping phase and determine the need for further analysis. Decide if final design meets all goals and constraints.





## **Conflict Resolution**

In the occurrence of a conflict between team members the following guidelines will be implemented; in order of increasing necessity:

- Communication – conflicting parties must listen to opposing arguments and come to an educated compromise, as stated in the decision making process.
- Group Evaluation – the group will decide the best solution to the conflict through a majority vote.
- Team Leader Decision- the leader will have a final say as to the direction of the solution to the conflict.
- Instructor Resolution- if the conflict cannot be resolved within the group the leader may decide to allow the instructor to be a third party evaluator of the situation and come to a final conclusion.

## Statement of Understanding

By signing this document the members of Team 17 agree with the guidelines set forth by the consensus of the group and shall abide by this code of conduct.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Cory Nelson		9/11/14
Bruce Orozco		9/11/14
Thamat Holliday		9/11/14
Betal Nabulsi		9/11/14
_____	_____	_____