FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team #20

High Cycle Fatigue of Electroactive Membranes

Nicholas Dawkins – nsd06

Matthew Drys – mcd10c

Kristina Dukes – kad11m

Adriane Guettler – aeg12b

Victor Odewale – vo14c

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Mission Statement

The mission of Team 20 is to develop a test mechanism for high cycle fatigue of electroactive membranes in an efficient and professional manner. Team 20 is dedicated to provided deliverables with hard work and enthusiasm. Every member of the team will contribute a full effort to the completion and success of this project

Roles

All Team Members
All team members have the responsibilities in the following list:

- Complete individual tasks by the specified time
- Attend all group meetings
- Listen and contribute to team ideas constructively
- Ensure all information is delivered effectively
- Be accepting of the ideas of other members
- Be respectful of other members, advisors, and sponsors

Individual Team Members
Team Leader – *Adriane Guettler*
The team leader will manage the team throughout the project. She is responsible for developing a plan and timeline for the projects and ensuring the team stays on task. She is responsible for delegation of individual tasks among the group as well as promoting teamwork and enthusiasm for the project. If a problem arises she is responsible to act in the best interest of the project. She acts as a liaison between the sponsor and team by keeping communication flowing. The team leader is also responsible for communication within the team, ensuring all views are respected, responding emails, and making sure all the team members get a fair chance at communicating their ideas. The team leader organizes and plans team and sponsor meetings and provides input on other positions when needed. In addition, she is responsible for finalizing all documents and submitting all deliverables to the instructors. She is responsible for the overall project plans and progress

Financial Advisor – *Nicholas Dawkins*
The financial advisor manages the project budget and maintains a record of all transactions to the project account. Any expenditure requests must be presented to the financial advisor, whom is then responsible for reviewing the request and the analysis of possible equivalent/alternate

solutions. All analyses performed must also be kept as record. He then relays the information to the team and if the request is granted, the selection will be passed on to the procurement manager. He is responsible for communicating the current team finances in staff meetings. He is also responsible for reaching out to our sponsor, mentor and advisor whenever there is the need of using the budget.

Web Master – *Matthew Drys*

The web master is responsible for creating and maintaining the team website. He takes the responsibility of creating a professional and unique website, that properly represents the team and project. He will ensure that all deliverables and documents are posted and available on the website.

Secretary/Scheduler – *Kristina Dukes*

The secretary/scheduler will keep minutes at each meeting and will create the schedule. She will send the documents to the webmaster for publishing. She will be responsible for making the Gantt chart and making sure everyone follows the chart. She will create and manage a calendar of meeting times and distribute it to the group.

Procurement Manager – *Victor Odewale*

The procurement manager will be responsible for ordering any components needed for the project and approved by the financial advisor. He will be responsible for communicating any issues with procurement to the team leader and team members. He is responsible for scheduling to ensure the parts arrive on time.

Communication

The primary form of communication will be over the phone, through text message groups, and by email. Regular meetings with all team members present will also be held. A shared Google Drive will be the primary source for file transfer with email being secondary.

Each group member is required to have a working email that must be checked twice a day for updates and important information. For assignments, the team leader will send one email to everyone with the individual assignments. A group text message will also be sent informing the team the assignment list has been sent. Each group member is expected to upload his assignment to the shared Google Drive folder for easy sharing and collaboration among the group.

The person in charge of scheduling will announce meetings to the group. The announcement will be made via a group text message at least 12 hours before

the meeting. Each member must respond with an acknowledgement of receiving the message. If a member cannot attend a meeting, he must notify the schedule maker immediately so he can plan accordingly. Any member who misses the meeting is required to read the meeting minutes to be informed and up to date. Repeated absences in violation of this agreement will not be tolerated.

Team Dynamics

The students will work together as a team with an open mind allowing one another to make suggestions or constructive criticisms without embarrassment from other group members. Ideas or suggestions of any member will be taken with consideration and the team will cooperate objectively on decisions throughout the projects duration. There will be no unprofessional actions or belittlement towards one another personally, intellectually, or otherwise. Any team member that is disrespected by another member should bring the issue to the attention of the group so it can be resolved. If any member has a question or feels a task is too difficult, he should ask for help from his fellow team members. The decisions made by the team should be sensible and well thought out. No decisions should be made based on emotions or made individually.

Ethics

Team members are required to be familiar with the NSPE Engineering Code of Ethics. Each team member is responsible for their obligations to the public, the client, the employer, and the profession. There will be strict following of the NSPE Engineering Code of Ethics.

Dress Code

The team members will abide by a specific standard regarding attire based on the event.

Team Meetings
Team members may wear casual attire.

Advisor/Sponsor Meetings
Sponsor visits will be conducted with members wearing long pants and a dress shirt as deemed appropriate for the situation.

Presentations
Team members are required to wear business formal attire for all presentations. Business formal is defined as dress pants and a tie for men or a blouse for women.

Weekly and Biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser and instructor. At these meetings, individual tasks will be assigned, as well as, assignments for the next group deliverable. The team will meet at least once a week to review project progress and discuss future developments and items to be worked on. It is not necessary for the entire team to meet in order to work on aspects of the project if assigned individually amongst team members. Team members are expected to work on their assigned tasks to completion. Staff meetings will occur every other week with Senior Design coordinators. During this time, the project progress, timelines, due dates, budget, and conflicts will be discussed. Repeated absences to mandatory meetings will not be tolerated.

Decision Making

Any decision-making done by the team will be conducted in a professional and diplomatic way. Each team member should act ethically with the interests of the group and the goal of the project in focus. If an ethical issue occurs, the ethics should be evaluated by the group and the majority will develop a plan. If a member has a conflict of interest, he should not be involved in the decision making process. In the event that a stalemate still presumes the group decision will be presented to the best fit technical advisor for help in the decision. Below are the steps that should be followed for the decision-making process:

- Problem Definition – Define and understand the problem as a group.
- Possible Solutions – Brainstorm possible solutions and discuss best solutions as a group
- Research Gathering and Analysis – Gather necessary data required for implementing possible solution. Re-evaluate for plausibility and effectiveness.
- Design – Design and construct the possible solution product. Re-evaluate for plausibility and effectiveness.
- Test and Observe – Test the design of the possible solution and record data. Re-evaluate for plausibility and effectiveness.
- Evaluation – Evaluate the test(s) and determine the level of success. Determine if the design can be improved with the time and budget.

Conflict Resolution

In the event of disagreement amongst team members, the following steps will be respectfully implemented:

- All conflicting parties will actively listen to each other and make sure the conflicting opinions are well understood by the team.
- A vote on which party is correct, with majority in favor, will be conducted.
- The team leader will intervene and make a decision on what is to occur, if necessary
- The instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 20 agree the all of the above and will abide by the code of conduct set forth by the group.

Name	Signature	Date
Nicholas Dawkins		
Matthew Drys		
Kristina Dukes		
Adriane Guettler		
Victor Odewale		