

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team #22: Development of Functional Pedibus

Names:

Kyle Anderson (kca10)

Stephen Avery (sja12)

Alejandro San Segundo (as10s)

Brett Willenbacher (blw11c)

Mitchell Robinson (mwr10c)

Mitchell Stratton (mts10f)

Date: 10/03/14

Mission Statement:

Team 22 is committed to providing a work environment that promotes positive, professional, work standards. These standards include, integrity, respect, and trust. Every team member is expected to contribute to the development of such a work environment, in order to ensure satisfactory results.

Roles:

Every team member will be assigned a role in the project. These roles will be assigned based on the skill set of each member and are defined in the following sections.

Team Leader: Kyle Anderson

The team leader is to serve as a project manager. This role primarily involves the organization, planning, and timeline management of the team. Along with the above roles the team leader is to serve as an executive decision maker, in the event that a decision cannot be concluded by the team as a whole. With that being said, in order to maintain synergy and teamwork, the team leader is required to consult the subsystem leader of which the decision effects. Therefore, while the team leader has the highest authority amongst the group members, the authority is only to be executed in the case of a disagreement or lack of a final decision of the other team members.

Regarding the communication and organization of the team, the team leader is to be the highest and first member to execute decisions. The team leader is responsible for all meeting conduct, including organization and documentation. Additionally, the team member is required to maintain public and private records of all team activities defined in this document, for the benefit of team members, sponsors, and other interested parties. The team leader may delegate communication efforts to other team members within reason.

Team Members:

Financial Advisor: Brett Willenbacher

The financial advisor is responsible for managing the budget and maintaining records or credits and debits against the account. Any expenditure must be presented and approved by the financial advisor in order to maintain an updated budget. A current budget must be maintained in a location agreed by and accessible to all group members as defined in the communications section of this document.

Lead ME: Stephen Avery

The lead ME is responsible for the mechanical aspect of the project. All design decisions that relate to a mechanical aspect of the project will be presented by him/her to the team. Additionally, the lead ME has the authority to make decisions regarding the mechanical design of the project unless an unresolved disagreement exists, in which case a team discussion and ultimately an executive decision would be made. The lead ME must maintain current knowledge of all design decisions, along with maintaining design documentation. Finally, the lead ME is responsible for the gathering and reporting of all project reports.

ECE Liaison: Alejandro San Segundo

The lead ECE is responsible for all IE, EE, or CE aspects of the project. All design decisions that relate to the aforementioned disciplines, regarding the project will be presented by him/her to the team. Additionally, the lead ECE has the authority to make decisions regarding design using the aforementioned disciplines unless an unresolved disagreement exists, in which case a team discussion and ultimately an executive decision would be made. The lead ECE must maintain a line of communication, regarding design decisions, with the lead ME.

All Team Members Will:

- Work on assigned tasks of the project
- Maintain clean workspaces and proper documentation
- Respect the ideas of others, especially when an idea is not of your subsystem
- Maintain communication with all group members
- Maintain a professional attitude and work ethic.

Communication:

The main form of official communication will be done through the Gmail account (Pedibus2015) in order to maintain proper records. Regular meetings will be held at the discretion of the team leader. Subsystem meetings may be held if necessary with the approval of the team leader. Phone and text messaging may be used as a secondary form of communication for time sensitive issues. If the phone or text message contains information prevalent to all group members, or regarding a project decision, a record must be made of the communication in the form of "minutes" and submitted to the Gmail account. Other means of communication may be acceptable if necessary, but must follow the rules of secondary communication indicated above.

Each group member must maintain a proper, and regularly checked, email and phone number. All meetings must be announced through the Gmail account to each individual's email. Meeting announcements using a secondary form of communication is acceptable at the discretion of the team leader, only if an announcement was previously made through the primary communication method.

All group members shall attend meetings, unless it is not possible for them to do so. In which case, the group member must notify the group through the primary communication source. A record of meeting attendance will be maintained by the team leader in the meeting minutes. Repeated meeting absences or loss of communication of a group member will not be tolerated.

Sponsor communication should be primarily conducted by the team leader, or during a meeting. The team leader may delegate responsibility of sponsor communication to another team member for certain activities. However, all sponsor communications must be recorded and should not be sent from a team member's personal email account.

Team Dynamics:

Team members are encouraged to make suggestions and constructive criticisms. However, team members must also respect each other and maintain professional behavior. If a team member is assigned a task that they find to be too difficult it is expected that the team member request assistance from other members in order to complete the task. If a team member does not feel as if their ideas are being considered, that member should communicate with the team about the issue during the next team meeting. For the purpose of completing this project, decisions will not be dictated by the emotions of any team members.

Ethics:

Team members will be familiar with the NSPE Engineering Code of Ethics, and will be responsible for their work, in regards to the public, the client, the employer, and the profession. The NSPE Engineering Code of Ethics will be followed with the utmost care.

Dress Code:

Team meetings and activities may be conducted in casual attire. Sponsor meetings, and presentations will be business casual unless otherwise stated in the event details.

Weekly and Bi-Weekly Tasks:

Team members will attend and participate in all meetings with the sponsor, advisor, and instructor. During these meetings, organization and planning of the project will be discussed and tasks will be delegated to team members. Repeated absences will not be tolerated.

Decision Making:

Decisions will be primarily by consensus and majority of team members. The only exceptions to this process are described in the Roles section of this document. If a conflict of interest exists the team member does not need to announce the conflict but should not participate in the decision making process. If a decision regarding ethics/morals is cited, their will be a group decision on the subject. It is the responsibility of the individual to maintain ethical decision making. The decision making process is defined by the following points.

- Problem Definition: Define the problem and discuss amongst team.
- Tentative Solution: Develop some solutions and discuss amongst team.
- Data Gathering: Determine necessary data for solution implementation.
- Data analysis: Analyze the data found in the previous step to determine solution effectiveness.
- Design: Design the solution determined above.
- Test and simulate: Test the above design, re-evaluate, and determine effectiveness.
- Final Evaluation: Determine the Final Evaluation

Conflict Resolution:

In the event of a conflict the following steps must be followed.

- Discussion of the points of interest among conflicting parties.
- Administration of a vote if needed.
- Team leader intervention and or executive decision making.
- Instructor will facilitate the resolution of conflicts.

Statement of Understanding:

By signing this document the members of Team 22 agree to the above terms and will abide by the code of conduct set forth by this group.

<u>Name:</u>	<u>Signature:</u>	<u>Date:</u>
Kyle Anderson	_____	_____
Stephen Avery	_____	_____
Alejandro San Segundo	_____	_____
Brett Willenbacher	_____	_____
Mitchell Robinson	_____	_____
Mitchell Stratton	_____	_____