

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team 25: Taller Wind Turbine for Low Wind Speed Regions

Members:

Steven Blanchette: srb12c (ME)

David Delie: dad10 (ME)

Kimberly Martinson: kam11z (CE)

Jeremiah McCallister: jjm10j (ME)

Abigail McCool: aam11f (ME)

Theodore Meros: tm12n (CE)

Updated: 01/08/2015

Mission Statement

The mission of this team is to develop a taller wind turbine for low wind speed regions. Team 25 will institute new ideas into our design to make sure the turbine is both useful to the consumer and innovative. Every member of this team will work to their full ability and maintain a focus on working efficiently and safely.

Team Members Assignments

All team members will abide by the following rules.

- Show up to meetings on-time and prepared.
- Be accepting of other members ideas.
- Act appropriately when in contact with sponsor, advisor, and other team members.
- Turn in work by set deadlines.
- Strive to create a positive work environment.
- Put full effort into the task assigned to you.
- Be willing assist others in their task if time allows.
- Work to have effective communication between members, sponsor and advisor.
- Assist in team website construction

Steven Blanchette, Team Leader/Webmaster/Machinist - He will be the main source of contact between members, advisors, and the team sponsor. He will be responsible for making sure that team members attend meetings. He will assign tasks to group members and act as the mediator and final decision of any group disputes. He will function as the main design member with a focus on CAD and engineering drawings for the project. If needed he will be in charge of any machining done. He will be the main person responsible for building and maintaining the website.

Jeremiah McCallister, Mechanical Lead - He will take charge of the mechanical design and analysis aspect of the project with the exception of the CAD work. He is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process. He will also be in charge of running FAST (NREL's primary CAE) He will also be in charge of the blade prototyping and contacting suppliers. He will keep track of all deliverables and make sure they are turned in on time.

Abigail McCool, Secretary - She will function as the main organizer of team information and deliverables. Will take minutes at group meetings and maintain a schedule of when deliverables are due. She will be responsible for scheduling group meetings and reminding members of when the meetings are going to happen.

David Delie, Financial Lead - He will function as the financial head of the group. He will keep track of the budget and all expenses by the team for the project. He will contact sponsors for any purchases and make sure approval is given before ordering. He will be responsible for ordering materials through the college of engineering that are needed for the project.

Kimberly Martinson, Co-Lead Civil Engineer – She will be in charge of all matters relating to civil/structural engineering and the contact between the civil department and mechanical department.

Theodore Meros, Co-Lead Civil Engineer – He will be in charge of all matters relating to civil/structural engineering and be the contact with David H. Melvin, Inc.

Communication

The main form of communication will be over phone and text-messaging among the group. Email will be a secondary form of communication for issues not being time sensitive. For the passing of information, i.e. files and presentations, email and Dropbox will be the main form of file transfer and proliferation.

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. Members will be told of meeting times and location through email with reminders sent through text messaging. If a meeting must be canceled, an email must be sent to the group at least 24 hours in advance. Any emails sent to group members must have some sort of response to make sure the email was received within 6 hours.

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.

Communication will be polite and respectful at all times, any emails sent to advisors or the sponsor will “CC:” each member’s email.

Team Dynamics

The members of the team will work together on each of their assigned tasks while remaining open to any new ideas from other team members. If any member feels that the task assigned to them is either too difficult or too large to complete in a given time they will talk to the group and agree upon a more reasonable workload. The team will do their best to distribute work evenly between members. Members will be assigned to work on specific tasks according to their skill set.

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 members will be appropriately dressed at all times.

Team and Advisor Meetings

- Casual Attire

Sponsor Meetings

- Business casual attire with males wearing khaki pants and collared shirts while female members will wear dresses or khaki pants (no jeans).

Project Presentations

- Business attire with male members wearing dress shirts, ties, and slacks and female members wearing dresses (no khakis).

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. In addition, tasks will be delegated to team members during these meetings. Repeat absences and tardiness will not be tolerated.

Decision Making

Decisions will be voted upon by team members with a majority being required. All votes should be made with an open mind that is accepting of other's ideas. Any ethical issues with decisions will be considered by the whole group. If any member has a significant issue with a decision and they can provide a good reason for it, it will be considered by the rest of the team. Each member should act with a focus on completion of the project. Achieving the goal of the project will be the top priority for each group member. If a consensus cannot be reached by the team, it will be taken to the technical advisor for a final evaluation.

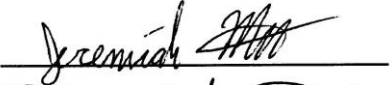


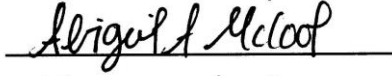

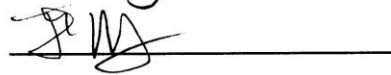
Conflict Resolution

If there is conflict between separate team members:

- Those involved will present their points to the team members for consideration
- A vote by the team will be made if necessary with majority being final
- The team leader will intervene if two members cannot agree
- If the above do not mediate the conflict, the professors will be contacted

Statement of Understanding

By signing this document the members of Team 25 agree the all of the above and will abide by the code of conduct set forth by the group.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>Jeremiah McCallister</u>	<u></u>	<u>01/08/15</u>
<u>David Delie</u>	<u></u>	<u>01/08/15</u>
<u>Steven Blanchette</u>	<u></u>	<u>01/08/15</u>
<u>Abigail McCool</u>	<u></u>	<u>01/08/15</u>
<u>Kimberly Martinson</u>	<u></u>	<u>01/08/15</u>
<u>Theodore Meros</u>	<u></u>	<u>01/08/15</u>