Code of Conduct

FAMU-FSU College of Engineering

Departments of Electrical, Computer, and Mechanical Engineering

SoutheastCon Team 1A

(Mechanical Engineering: Team 29)

Nils Bjeren (nab13)

Ryan Reyes (rrr11b)

Julian Velasquez (jv11g)

Kurt Marsman (ktm11d)

Chris Lewis (cvl10)

Donovan Carey (dc10f)

James Pace (jwp12c)

# Mission Statement

The goal of this collaboration between 6 ECE students and 1 ME student is to produce a functional robot that performs all the tasks necessary to compete in the IEEE SoutheastCon 2015 robotics competition.

# Group Responsibilities

## Nils Bjeren: Project Manager and Team Lead

 The Project Manager is in charge of overseeing each design aspect of the project and organizing all of the team members working together; He also ensures that all members attend each internal meeting and have set goals to achieve by the end of the meeting. In addition, he communicates between the group and the project advisors to keep them updated on all progress made in the design.

## Ryan Reyes: Head Programmer and Controls Engineer

 The Head Programmer evaluates all code that any team member produces for each subsystem before it is implemented into the final realization of the design. His duties as the control engineer include constructing and maintaining the movement and communications systems of the robot, which comprises the motors, motor drivers, and microcontrollers. He will be in charge of incorporating the multiple systems of the robot programmatically

## Kurt Marsman: Secretary/Document Control and Systems Engineer

 The Secretary is in charge of organizing all of the official paperwork that needs to be submitted to the project coordinator and the mentors. This includes all milestone reports and the needs analysis. The official meeting minutes from each meeting, internal and advisor, are to be taken by the secretary and posted to the team blog on Blackboard in a timely manner.

## Chris Lewis: Hardware Engineer

 The Controls Engineer is responsible all programming associated with the design of the Etch-A-Sketch arm; more specifically, the control law that will govern the movement of the arm and integrating the various sensors involved.

## Donovan Carey: Hardware Engineer

The Hardware Engineer is responsible for the design and manufacturing of the Etch-A-Sketch arm and all hardware associated with that area of the design. This task involves determining motor, electronic, and material specifications; as well as constructing the arm itself. The Hardware Engineer is required to have open communication with the Controls, Head Mechanical, and the Head Programmer to ensure the most efficient subsystem capable of production. The primary focus of the hardware engineer is on the mechatronic design of the arm, including programming as necessary.

## Julian Velasquez: Financial Advisor and Power Systems Engineer

 The Financial Advisor is in charge of the project’s budget. Throughout the project they will be in charge of keeping all the expenses in a log and in the Google Drive. Decisions on how much money will be spent have to be approved by the financial advisor. The power systems engineer will evaluate all the power being consumed by the robot as well as the power being provided to the robot. The engineer will be in charge of providing the necessary power at the cheapest, lightest and most efficient way possible

## James Pace: Head Mechanical Engineer

 The Head Mechanical Engineer is responsible for the structural integrity of the robot and is in charge of making sure that the various subsystems are designed to be mechanically sound. The head mechanical engineer will also perform the necessary torque and material calculations based on the requirements of the competition. He will also act as the team’s liaison with the Mechanical Engineering Department, personally guaranteeing that the team meets all Mechanical Engineering Department specific requirements.

# Communication Protocols

All internal meeting times shall be discussed and agreed upon with the use of Groupmeet. It shall also be used to determine the subject matter and goals for each meeting. Documents, minutes, and paperwork from each meeting session will be distributed through the use of a Google Drive shared by all team members. The use of email is also acceptable for relaying information and meeting times between team members and project advisors.

# Deliverables

Each deliverable may be produced by an individual or multiple team members. Before submission, it must be uploaded onto the shared Google Drive for at least 24hrs for all group members to review. If no corrections need to be made, the deliverable is ready for submission. A group decision will then be made to determine which group member makes the final submission.

# Dress Code

For each internal meeting, the attire is casual. For official meetings with advisors and for presentations, the attire is professional business (i.e. button up shirt, slacks, dress shoes, tie, etc.).

# Meeting Schedule Policy

If five out of seven group members are present at a previously agreed upon and scheduled meeting, the missing members are marked absent. If three or more members are absent and cannot make the meeting, it is to be rescheduled.

Every effort will be taken to ensure that there are no scheduling conflicts and that every member will be able to attend all mandatory meetings; however if rescheduling is not possible, the group members that do no appear at the meeting will be marked absent.

# Decision Making Practices

The group’s decision-making process shall act in a democratic fashion with a group vote taken on each decision. All possible options for a certain decision are to be discussed in detail and a group consensus taken for a final plan of action. The option that is agreed upon will be the one with the best proof of concept.

If a tie were to occur, more research shall be performed to gain a better understanding of the options presented and another vote will be taken.

# Conflict Resolution

In the event of an internal conflict, the decision making process will be the guideline for resolution. If that does not alleviate the issue, advice from the project advisor shall be contacted and further action will be taken based on their response.

# Team Dynamics

Team members will have:

* Respect for one another
* Determination
* Unity
* Integrity
* Knowledge
* Humility

# Violations

All violations of the Code of Conduct will be taken seriously in order to maintain order and compliance with the team dynamics. If a violation were to arise, an advisor would be contacted for further instruction on how to handle the situation. If the violation is sufficiently severe, appropriate corrective action will be taken.

# Ethics

The Code of Conduct for the group and the NSPE Code of Ethics shall be followed at all times in order to ensure integrity and honesty in all work performed.

# Statement of Understanding

 By signing and dating this document below, all members of SoutheastCon Team 1A hereby understand all of the policies outlined in the document and will abide by them to the best of their ability.

Name Signature Date

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