

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Personal Hydroelectric Generator			
Team 7			
Name	Team Role	Email	Department
Joseph Bonfardino	Financial Advisor	Jjb12f@my.fsu.edu	ME
Galen Bowles	Records Keeper	Gtb12b@my.fsu.edu	ME
Brendan McCarthy	Core ME	Bbm10@my.fsu.edu	ME
Parth Patel	Lead ECE	Prp12@my.fsu.edu	ECE
Shane Radosevich	Team Leader	Srr11c@my.fsu.edu	ME
Ilan Sadon	Media Specialist	ilanesadon@gmail.com	ECE
Brandon Shaw	Communication Coordinator	Bs10m@my.fsu.edu	ME
Mathew Vila	Core ME	Mjv11c@my.fsu.edu	ME

Faculty Advisor: Dr. Hahn

Funding: Dr. Devine

Date

10/02/2015

Mission Statement

Team 7 is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust. Every member of this team will contribute a full effort to the creation and maintenance of such an environment in order to bring out the best in all of us as well as this project.

Roles

Each team member is delegated a specific role based on their experience, interests, and skill sets and is responsible for all here-within:

Team Leader - Shane Radosevich

Manages the team as a whole; delegates tasks to individual team members and communicates with them effectively. Monitors productivity of subgroups and is in charge of final revisions and submissions of group deliverables. Maintains structure and synergy during team meetings and promotes a positive work environment.

Financial Advisor - Joseph Bonfardino

Manages the budget and maintains a record of all credits and debits to project account. Any product or expenditure requests must be presented to the advisor, whom is then responsible for reviewing and the analysis of equivalent/alternate solutions. They then relay the information to the team and if the request is granted, order the selection. A record of these analyses and budget adjustments must be kept. Manages fund acquisitions when needed.

Core ME - Brendan McCarthy & Mathew Vila

Takes charge of the mechanical design aspects of the project. Keeps line of communication with the Core ECE. They are responsible for knowing details of the design, and presenting the options for each aspect to the whole team for the decision process. Actively engages in research and design.

Lead ECE - Parth Patel

He is responsible of the EE design part in support of the project. Takes charge of the mechanical design aspects of the project. They maintain line of communication with the Core ME and with the ECE department. Actively engages in research and design.

Records Keeper - Galen Bowles

This member is responsible for taking notes at meetings and collecting other team members' notes and documents. He will also be liable for the electronic organization of the meeting summaries. Time keeping logistics and progress tracking.

Media Specialist - Ilan Sadon

In charge of website design and maintenance. Takes photos of important events. Headways the presentations and aesthetics.

Communications Coordinator - Brandon Shaw

Initiates communication between members and schedules any events that need to be held. Also acts as a liaison between the faculty advisors, financial advisor, and external resources while communicating the information to other group members.

All Team Members:

- Contributes equally to all project tasks
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit musk
- Listen and contribute constructively (feedback)
- Communicating effectively with group
- Consider other's ideas equally and without bias
- Show respect to fellow team members

Communication

The main form of communication will be through a mobile app called GroupMe as well as emails. All forms of communication will be professional and without obscene content. Open communication within the team will be highly encouraged for the free flow of ideas and to avoid impeding creativity. No member will be ridiculed for expressed ideas. Regular communication and meetings will be enforced. If a team member is not able to make it to a meeting, they are required to give appropriate notice to the communications coordinator. Group members are expected to attend at least 80% or their contribution will be assessed by the group at our monthly meetings. The monthly peer evaluations are to be handled in a professional, calm, and mature tone. The group will give regular updates with their sponsor and will notify him before presentations and biweekly meetings.

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 and sponsor meetings will be held in casual attire. Group presentations will be business casual to formal as decided by the team per the event. Proper hygiene and grooming are expected at all times.

Weekly and biweekly Tasks

Team members will participate in all meetings with the sponsor, adviser, and instructor unless unavailability for that time is validated. 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.

Decision Making

It is conducted by consensus and majority of the team members. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. Individuals with conflicts of interest should not participate in decision-making processes but do not need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project. Achieving the goal of the project will be the top priority for each group member. Below are the steps to be followed for each decision-making process:

- Problem Definition – Define the problem and understand it. Discuss among the group.
- Tentative Solutions – Brainstorms possible solutions. Discuss among group most plausible.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
- Design – Design the Tentative Solution product and construct it. Re-evaluate for plausibility and effectiveness.
- Test and Simulation/Observation – Test design for Tentative Solution and gather data. Re-evaluate for plausibility and effectiveness.
- Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if design can be improved and if time/budget allows for it.

Conflict Resolution

Once a month a peer review session will be held where all team members will speak openly about other members' contributions and active involvement.

In the event of a conflict amongst team members the following steps shall be respectfully employed:

