

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team #17: Dog Grooming Tool

Names:

Justin Proctor

Roy Mason

Dennis Pugh

Jordan Chupp

Contact Email:

jp12j@my.fsu.edu

fm12@my.fsu.edu

dennis1.pugh@famu.edu

jtc11e@my.fsu.edu

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Revision: Two

Mission Statement

Team 17 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 and skill sets and is responsible for all here-within:

Team Leader:

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among team members according to their skill sets; finalizes all documents and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project. He keeps the communication flowing, both between team members and Sponsor. Finally the team leader will keep all design documentation for record and is responsible for gathering all reports.

Treasurer:

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.

Secretary:

The secretary takes the lead in organizing, planning, and setting up of meetings. In addition, the secretary is responsible for keeping a record of all correspondence between the team, and 'minutes' for the meetings. Finally the secretary gives, or facilitates presentations by individual team members and is responsible for overall project plans and progress.

Web Designer:

In charge of the architecture of the team's webpage. Web designer, may not necessarily know how to make the webpage initially. It is the web designer's responsibility to learn current HTML and CSS code necessary for an effective webpage. The web designer is to work with team members in determining the information that the webpage will communicate. The web designer will also be in charge of designing, creating editing, and making adjustments to the webpage.

All Team Members:

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Listen and contribute constructively (feedback)
- Be effective in trying to get message across
- Be open minded to others ideas
- Respect others roles and ideas
- Be ambassador to the outside world in own tasks
- Be on time and present during meetings and

Communication

The main form of communication will be over the official Facebook group messaging and text messaging among the team, preferably Facebook group messaging, as well as through regular meetings of the whole team. Our official Facebook design group will be the primary form of communication for issues not being time-sensitive, but for emergencies and time sensitive matters phone calls will be made. For the passing of information, i.e. files and presentations, Facebook, and Google Drive will be the main form of file transfer and proliferation.

Each team member must have a working phone and 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 initially informed via Facebook group message, or text message and perhaps phone calls, about meeting dates and pertinent information from the sponsor. This info may, if need be, additionally sent via email if for any reason a team member's phone malfunctions or Facebook servers fail. So it is very important that each team member checks their phones, Facebook, and email frequently.

If a team member for whatever reason is unable to physically attend a meeting, action should be taken by the team and the member to incorporate the member into the meeting, via video chat, conference call, or instant messaging.

If a meeting must be canceled, a Facebook group message, must be sent to the group at least 24 hours in advance. The secretary must record the meeting was cancelled and the reason.

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, and will subsequently be reported to head instructor.**

Team Dynamics

The students will work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult it is expected that the member should ask for help from the other teammates. If any member of the team feels they are not being respected or taken seriously, that member must bring it to the attention of the team in order for the issue to be resolved. We shall NOT let emotions dictate our actions. Everything done is for the benefit of the project and together everyone achieves more.

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 staff meetings will be held in semi casual attire, where group members will be required to wear a polo, short sleeve button up shirts and slacks or appropriate jeans. Sponsor meetings and group presentations will be business casual or formal as decided by the team per the event. Lastly, for all presentations, attire for the team will be business professional.

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. Meetings with faculty advisor will be held every Monday at 1:45 pm, meetings with sponsors will be set to Wednesday afternoons at 4:00 pm, and staff meetings will continue to be scheduled bi-weekly. Meetings with sponsors are subject to change per the availabilities of sponsors

Decision Making

Consensus and majority of the team members conduct decision-making. Should ethical/moral reasons be cited for dissenting reason 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 team 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.

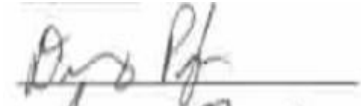


Conflict Resolution

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

- Communication of points of interest from both parties which may include demonstration of active listening by both parties through paraphrasing or other tool acknowledging clear understanding.
- Administration of a vote, if needed, favoring majority rule.
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.
- Team will take a mandatory 30-45 minute recess (rehydrate, refuel, relax)

Statement of Understanding

By signing this document the members of Team 17 agree the all of the above and will abide by the code of conduct set forth by the team.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Dennis Pugh		10-02-2015
Justin Proctor		10-02-2015
Jordan Chupp		10-02-2015
Fraeman Mason		10-02-2015