

**FAMU/FSU College of Engineering**

**Department of Mechanical Engineering**

**Code of Conduct**

Team 24 –

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**Date - 9/10/2015**

## **Mission Statement**

Team 24 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 and

## **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 – Alejandro Gomez**

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among group member 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.

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

### **Lead CAD Designer – Dashiell Hernandez**

Responsible for making any and all CAD drawings and designs articulate and professional. Must collaborate with shop workers in order to assess what needs to be included or excluded from the drawings. The CAD drawings and models will be done in SOLIDWORKS. The Lead CAD Designer will have to work with the Lead Thermal Analyst in order to perform the thermal analysis. Must consult with team members and sponsor before the final design is selected.

### **Lead Thermal Analyst – Daniel Tamayo**

Responsible calculating and assessing the amount of heat transfer that occurs in the design. Will work with Lead CAD Designer and Team Leader in order to make sure all of the specifications and components are a match and will work together properly. Thermal Analysis will be done using SOLIDWORKS and must make sure that the specifications reach what is asked of by the sponsor.

**Webmaster – Gregory McCutcheon**

In charge of designing and maintaining the project's website. The website will be kept up to date and contain information such as deliverables, presentations, important notes from the meetings, and dates of the meetings.

**Financial Advisor 1 – BJ Heyward**

Will keep track of the group's budget, inform the team if the project goes over or under budget, and will advise on cost components. As well as help where need on other project aspects.

**Financial Advisor 2 – Wes Harper**

Will keep track of the group's budget, inform the team if the project goes over or under budget, and will advise on cost components. As well as help where need on other project aspects.

**All Team Members:**

- Work on certain tasks of the project
- Buys into the project goals and success
- Delivers on commitments
- Adopt team spirit
- Respond and contribute in a timely manner
- 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

**Communication**

The main form of communication will be over phone and text messaging using the phone application "WhatsApp" in order to text and communicate. Team members will be expected to respond in a promptly manner.

Each group member must have a working email for the purposes of communication and file transference. Members must check their emails at least four times a day to check for important information and updates from the group. Although members will be initially informed via text message, meeting dates and pertinent information from the sponsor will

additionally be sent over email so it is very important that each group member checks their email frequently.

If a meeting must be canceled, an email or text message must be sent to the group at least 24 hours in advance with the exception of emergencies or unforeseen circumstances that prevents vital team members or resources from attending.

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.

The team will meet once a week in a designated time and place established and agreed upon by all the team members in order to meet and work together.

## **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 meetings will be held in casual attire. Sponsor meetings and group presentations will be done in a suit and tie.

## **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 will not be tolerated.

## **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**

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.
- In the event of a tie during a vote, a neutral party will come forth and vote, and their vote will decide the decision
- Team Leader intervention.
- Instructor will facilitate the resolution of conflicts.

## **Statement of Understanding**

By signing this document the members of Team 1 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date

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