

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team #18: SAR Imager

Sponsor: Northrop Grumman

Names

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Mission Statement

Team 18 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:

Project Manager – Josh Dennis

Manages the team as a whole; develops a plan and timeline for the project, delegates tasks among group members according to their skill sets; finalizes all documents and provides input on other positions where needed. The project manager is responsible for promoting synergy and increased teamwork. If a problem arises, the project manager will act in the best interest of the project.

The project manager keeps the communication flowing, both between team members and Sponsor. He 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.

Financial Advisor – Desmond Pressey

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. Any deadlines imposed by project manager are to be met concerning their responsibility.

Website Administrator – Desmond Pressey

Responsible for creation and regular upkeep of the project website. In charge of both the layout and contents of the website. It is the expectation that the website reflects the progress of the group, including recent documentation and photos. Additionally, it is the responsibility of the website administrator to either obtain or create the content for the website, and to ensure that the content is fit to publish. Any deadlines imposed by project manager are to be met concerning their responsibility.

Antenna Designer – Kaylen Nollie

The design and fabrication of the antenna for the SAR system. It is the responsibility of the antenna designer that the design meets the approval of the sponsor, the ECE team, and Group 18. The antenna design must not only meet the requirements placed on Team 18, but also on ECE Team #11. This implies the antenna design will meet all instrumentation and mechanical requirements. ECE Team #11 must be updated as the design changes to ensure compatibility. Any inquiries of ECE Team #11 about the antenna design will be answered with sufficient information and in a timely manner. They are expected to have all fabrication completed ahead of any deadlines so that any unexpected obstacles can be addressed and resolved. Any documentation or information needed concerning the antenna design and fabrication is the responsibility of the antenna designer. Any deadlines imposed by project manager are to be met concerning their responsibility.

Structure Designer – Luke Baldwin

The design and fabrication of the structure for the SAR system. It is the responsibility of the structure designer that the design meets the approval of the sponsor, the ECE team, and Group 18. The structure design must not only meet the requirements placed on Team 18, but also on ECE Team #11. This implies structure design will meet all instrumentation and mechanical requirements. ECE Team #11 must be updated as the design changes to ensure compatibility. Any inquiries of ECE Team #11 about the structure design will be answered with sufficient information and in a timely manner. All fabrication of the structure will ultimately be the responsibility of the structure designer. They are expected to have all fabrication completed ahead of any deadlines so that any unexpected obstacles can be addressed and resolved. Any documentation or information needed concerning the structure design and fabrication is the responsibility of the structure designer. Any deadlines imposed by project manager are to be met concerning their responsibility.

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 other's roles and ideas
- Be ambassador to the outside world in own tasks

Communication

The primary form of communication will be over phone and text-messaging among the group, preferably phone as well as through regular meetings of the whole team. 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 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. Although members will be initially informed via a phone call, 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 must be sent to the group at least 24 hours in advance.

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.

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 business casual to formal as decided by the team per the event.

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

Decisions are finalized 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 will be followed to pursue resolution:

- 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.
- Project Manager intervention.
- If resolution cannot be obtained through the above steps, the instructor will become involved and is authorized to make decisions to resolve the problem.

Statement of Understanding

By signing this document the members of Team 18 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>
Josh Dennis		9/11/15
Luke Baldwin		9/11/15
Kaylen Nollie		9/11/15
Desmond Pressey		9/11/15