

FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team 12 sUAV Design Competition

Names:

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Date: 10/07/2016

Mission Statement

Team 12 is committed to creating a productive and positive work environment that yields project success. All members fully embrace the opportunity to better themselves and the team technically, professionally, and scholastically. 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 – Devin Justice

Creates schedule for project, assigns tasks to other group members, handles purchasing, manages budget, and finalizes documents. He assists with any tasks assigned to other group members as needed. He promotes enthusiasm and teamwork among teammates; therefore he will resolve conflicts among teammates if necessary. He is responsible for communication with the Sponsor and relaying any information obtained with fellow members. He creates and manages all aspects in regard to team meetings. He assumes overall responsibility of the project holistically.

Team members:

Webmaster - Marcus Yarber

Builds and manages the team's website. Maintains communication with fellow team members and uses information to update the website. He is responsible for aiding fellow members with their responsibilities when applicable or necessary.

Vehicle Design Lead - Cody Rochford

Takes charge of the mechanical vehicle design aspects of the project, including systems integration. He will coordinate with both the vehicle design lead and the programming lead to ensure compatibility. He will help other members with their tasks whenever applicable or necessary.

Systems Integration Lead - Matthias Clarke

He is responsible for all major systems integration between electrical and mechanical components of the project. He will provide support to other members when tasks involving systems. He will help other members with their tasks whenever applicable or necessary.

Programming Lead - Qinggele 'Gale' Yu

He/she is responsible of the EE and CE design part in support of the project. He/she maintains line of communication with the vehicle design lead as well as the systems integration lead. He/she keeps all design documentation for record.

He/she will assume responsibility for programming duties as well as share responsibility of electronic hardware.

Electronics Lead - Trent Loboda

He/she assumes overall responsibility of electronic hardware and works with all other members to ensure hardware is used correctly and maintained. He/she will work with other disciplines including programming and systems integration as needed.

All Team Members:

- Complete assigned tasks promptly and according to schedule
- Fully commits to the project's goals and success
- Works professionally with teammates
- Accepts and delivers constructive criticism
- Communicate effectively and actively seek better modes of communication
- Consider all ideas, regardless of personal conflicting ideas
- Respect others roles and ideas
- Be an ambassador to the outside world, not excluded to personal tasks
- Assists teammates in tasks when helpful

Communication

The main form of communication will be over phone, text-messaging, and "groupme" among the group, preferably phone as well as through weekly meetings of the whole team. Email will be a secondary form of communication for issues not being time-sensitive or during times when phone or text-messaging are not feasible. 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. Failing to check their email or phone will not suffice for absences nor will it suffice for failure to meet task deadlines. 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. Meetings may be cancelled if all parties are in agreement at any point in time, however if all parties are not in agreement the meeting must be canceled 24 hours prior to the set meeting time.

Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his absence, and a personal meeting must be scheduled with the team leader in the same week as the meeting missed. Reason for absence will be appreciated but not required if personal. Repeated absences will not be tolerated unless accompanied by a medical excuse, i.e. doctor's note.

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 and other members will be willing to help when possible. 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. Ethical violations will be defined as violations of NSPE Engineering Code of Ethics or if decided by the team members not involved with the act in question.

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. No headgear for presentations or any events deemed business casual to formal.

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 weekly team meetings. Repeated absences will not be tolerated.

Decision Making

Decision making 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 – Brainstorm possible solutions. Discuss among group most plausible, utilize decision matrix techniques if necessary.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solutions. 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 in the following order:

- 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.

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.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
<u>QINGGELE YU</u>	<u>Qinggele Yu</u>	<u>10/07/2016</u>
<u>Matthias Clarke</u>	<u>Matthias Clarke</u>	<u>10/07/2016</u>
<u>Cody Rochford</u>	<u>Cody Rochford</u>	<u>7 OCT 16</u>
<u>TRENT LOBODA</u>	<u>Trent Loboda</u>	<u>10/7/16</u>
<u>MARCUS D. YARBEC</u>	<u>Marcus D. Yarbec</u>	<u>10/7/16</u>
<u>Devin Justice</u>	<u>Devin Justice</u>	<u>10/7/16</u>
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