

FAMU/FSU College of Engineering
Department of Mechanical Engineering

Code of Conduct

Team 23 – Robot Pentathlon Competition

Names:

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Date: 9/14/16

Mission Statement

The purpose of this design project is to design and build a robot to complete a set of specific tasks. A main goal of this team is to foster an environment of mutual respect, professionalism, creativity, and free-thinking. We aim to uphold the high standards of the FAMU-FSU College of Engineering while demonstrating the commitment and diligence required to win the 2017 ASME Robot Pentathlon Competition.

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

Ryan Alicea

Responsible for the well-being of and direction of the project. Distribute tasks among team members according to their skill sets. Create a timeline for the completion of the project. Finalize and inspect all documents prior to submission 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 between team members and faculty advisor. Organizing and setting up meetings will be the responsibility of the leader. The leader is responsible for keeping a record of the “minutes” during these meetings and documenting all team correspondence. Finally he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress.

Team members:

Financial Advisor

Michael Jones

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 rest of the team, who are then responsible for reviewing the expense and analyzing equivalent/alternate solutions. If the team agrees that the expense is necessary to the success of the project and fits within the current budget, order the selection. A record of these analyses and budget adjustments must be kept.

Lead Media Advisor
Troy Marshall

Primary architect of the team website. Responsible for consolidating all documentation related to project. Keeps all design documentation for record and is responsible for gathering all reports.

Lead ME:
Benjamin Edwards

Takes charge of the mechanical design aspects of the project. Keeps line of communication with the lead ECE. He is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process.

Lead ECE:
Abdur Muhammed

He is responsible of the EE, IE, or CE design part in support of the project. He maintains line of communication with the lead ME. He keeps all design documentation for record.

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
- Represent the rest of the team well in

Communication

The main form of communication will be over phone, and group-messaging applications. Regular team meetings will be scheduled in order to communicate ideas. 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 and access to a group messaging application for the purposes of communication and file transference. Members must check their emails and phones daily for important information and updates from the group. Although members will be initially informed via a phone call, meeting dates and pertinent information will 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. All members are expected to contribute their skillset to the best of their ability, however, 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. Decisions should be made for the good of the project without allowing personal relationships to be an obstacle. 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 advisor 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 as a dissenting reason, then the ethics/morals of the decision shall be evaluated by the group and faculty advisor. A decision under which the ethics are in question shall only be made with a consensus of the majority of the group. Individuals with conflicts of interest should not participate in decision-making processes. Defining a conflict of interest is the responsibility of the individual. 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 a 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.

Statement of Understanding

By signing this document the members of Team 23 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date
