

FAMU/FSU College of Engineering



Department of Mechanical Engineering

Sponsors:



Mentors:

Dr. Rajan Kumar and John Hansel

Code of Conduct

Team 24 Intercollegiate Rocket Competition

Names:	Tariq Grant	Contact Email:	twg13@my.fsu.edu
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Mission Statement

We, of Team 24, are committed to utilizing the culmination of our collective skills to design and craft the most competitive and reliable product possible. All peoples interacting with, or part of, our group will be treated with the utmost respect and professionalism.

Roles

There exists within our organization some specific roles for some of our members which utilize and emphasize their individual skillsets.

Team Leader – Tariq Grant

As the acting head, it is the responsibility of the team leader to manage the timeline and make the final decision on matters of great importance to the project. Additionally, this position requires a strong will capable of assigning tasks and handling civil disputes amongst the team. The team leader shall assume the chief responsibility in organization and planning of meetings as well as improving and holding the morale of the team.

Other requirements of the team leader include, but are not exclusively limited to the following:

- Facilitate or give presentations.
- Finalize all documents.
- Copy and distribute important documents to the rest of the team.
- Schedule appropriate times for important events required of our product.
- be a liaison between professionals and our organization.
- Be aware of legal obligations and limitations to our creative vision.

Team members:

Financial Advisor - Brandon Gusto

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.

Safety Advisor – Alexandra Mire

It is the primary responsibility of the safety advisor to determine and research the degree of danger related to any particular method or application which may be utilized within our organization or design. Any such method which is deemed by the safety advisor will be brought to the attention of the organization and discussed. Should it be deemed inappropriately dangerous, it is the duty of the safety advisor to find safer alternatives and present those to the team. Should further information be required it is the safety advisor whom will reach out to the appropriate professionals.

Documentation Manager - William Pohle

Documentation includes the creation of the project website, reports, CAD drawings, presentations, and receipts. The member serving this role is to ensure that all logistical and technical information relevant to the project is recorded and archived. To maintain a consistent “voice” in reports and presentation aesthetics, the documentation manager maintains the responsibility of finalizing all edits.

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 group discussions
- Be open minded to unconventional ideas
- Respect others roles and ideas
- Be ambassador to the outside world in individual tasks

Communication

Primarily, communication will be via email and text based instant communication; excepting for the case of highly time sensitive or important material. These will be communicated via phone call.

Documentation and files will be dispersed via email as well as physically when applicable. All files will be made available to all members for viewing and reviewing, however edits to financial or safety documents shall be made only by the respective advisors.

It is the responsibility and requirement of each member to frequently check, maintain, and organize their own email account in such a manner that communication can happen rapidly without the loss or neglect of emails. Emails should be checked at least twice a day.

Notification for formal meetings will be done primarily via email 24-48 hours prior to the scheduled time. It is a requirement that all members reply to this email no later than 12 hours before the meeting. Should there be no response the member will be contacted via other means.

If a member is unable to attend the meeting, either in person or through conference calling, notification must be provided when they respond to the initial meeting email. The member will then be provided with the minutes via email.

Informal meetings or “status updates” will be held whenever applicable, but attendance is non-mandatory.

Team Dynamics

It is the intention of our group to work collaboratively while focusing on the individual input of each member. Criticism will be exclusively constructive. Negative commination will not be tolerated. Although tasks will be assigned individually, it does not imply that no help is to be provided. Should a task be deemed too complex for one member to handle, it is expected that said member notifies the team so that we may solve the issue together.

If, for any reason, a member feels disrespected or ridiculed, it shall be brought to the team leader’s attention and discussed. Should this not solve the conflict, it will be brought to a higher outside power.

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 meet at least twice a week to discuss general progress, future direction, and other details relevant to the project. These meetings will also serve to assign individual tasks for each member to complete. Meetings with sponsors, advisers, and/or instructors will take place in addition to (not in place of) these biweekly meetings. In the unlikely event of repeat absences, faculty members will be notified to achieve swift resolution.

Decision Making

Decision making must be 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.
- Data/History Gathering and Analyses – Gather necessary data required for implementing Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
- Safety review by Safety Advisor.
- 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. A second Safety review will be conducted at this time.
- 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.

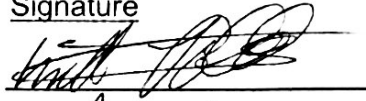
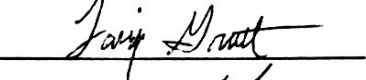


Conflict Resolution

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 24 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>William Poble</u>	<u></u>	<u>9/15/16</u>
<u>Tariq Grant</u>	<u></u>	<u>9/15/16</u>
<u>Brandon Gusto</u>	<u></u>	<u>09/15/2016</u>
<u>Alexandra Mire</u>	<u></u>	<u>9/15/16</u>
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