

9/27/2017



## Team #01: Code of Conduct

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## **Mission Statement**

Team 1 is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust to all members and persons. 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 member is delegated a team role based on their specific experiences and skill sets, and is the primary guarantor for the work shown in Table 1 and therein:

### **Team Leader - Mike Haimowitz**

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 must promote teamwork and have the team's best interest as priority. The team leader takes the lead in organizing, planning, and setting up team meetings. In addition, the team leader is responsible for keeping a record of all group correspondence and meeting minutes.

### **Lead ME/Research Coordinator – Catherine Kent**

Takes charge of the mechanical design aspects of the project. Lead ME is responsible for knowing details of the design, and presenting the options for each aspect to the team for the decision process. Collects all documentation of all iterations pertaining to the project for records.

### **Lead Technologist – Emily Stern**

In charge of creating the website for the project in order to help advisors and sponsors keep track of the progress of the design. It is crucial the website is kept up to date and includes current versions of the design. The website should include but not limited to: Team Information, Deliverables, and Project Scope.

### **Lead of CAD/Simulation – James Jenkins**

Manages the simulation and CAD modeling aspects of the team's design, including but not limited to parts, assemblies, and drawings. The Lead of CAD/Simulation acts as the liaison between team and the Sponsor Liaison. The Lead of CAD/Simulation must create, compile, and organize the modeling and simulation aspects of the project.

### **Financial Adviser –**

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 that information to the team. If the expenditure request is granted, they order the selection. A record of these analyses and budget adjustments must be kept. Must collect all documentation pertaining to the financial aspect of this project.

### **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
- Be an ambassador to the outside world

## Organizational Chart

Table 1

*Team Role Organizational Chart*

	Team Leader	Lead ME/Research Coordinator	Lead Technologist	Lead of CAD/Simulation	Financial Advisor
Michael Haimowitz	X				
Robert Hutchinson					X
James Jenkins				X	
Catherine Kent		X			
Emily Stern			X		

## **Communication**

The main form of communication will be over phone, through the GroupMe app. Google hangouts can also be used for informal meetings. Email will be a secondary form of communication for matters that are not time-sensitive as well as Meeting Minutes Summaries. The main form of file transfer (i.e. files and presentations) will be through Google Drive. Each group member must have a working Gmail for the purposes of communication and file transference. Members must check their emails as regularly as possible to check for important information and updates from the group. It is also important for each member to check their emails frequently for pertinent information from the Sponsor Liaison.

Any team member that cannot attend a meeting must notify group members 6 hours in advance and are responsible for uploading and providing any information that was assigned to them for that meeting. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

## **Team Dynamics**

Team 1 will function as a cohesive unit striving to enable one another to feel open to provide individual insight into any given obstacle encountered without ridicule or disrespect. Team members are expected to feel welcome to ask for assistance on work that surpasses their capabilities. Those who feel they are not being included are to bring complaints to the attention of the entire team as to remedy issues wholly and quickly. Team members are encouraged to govern their actions with logic and reason, rather than emotions and feelings.

## **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**

Decision making is conducted by consensus and a majority of the team members. A meeting of 3/5 members is to be considered quorum. Each team member is to be knowledgeable of the logical, moral, and ethical reasons for all team decisions reached. Dissenting opinions are encouraged, to be evaluated as a team with their moral and ethical implications to be taken into consideration. Individuals with conflicts of interest are allowed to contribute to discussion though are not to participate in the decision-making processes and are not required to specify said conflict. Each team member is to act ethically and for the interests of the team 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.
- Team Leader intervention.
- TA intervention.
- Instructor intervention.

## Statement of Understanding

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

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Catherine Kent		09-20-17
Emily Stern		9/20/17
Mike Haimowitz		9/20/17
Robert Hutchinson		9/20-17
James Jenkins		9-20-17