

Appendix A: Code of Conduct

Mission Statement

Design, build and test a measurement device that measures manual inputs at the proximal end of a catheter and evaluates those inputs against a promise of a 1:1 translation of those inputs at the distal end (i.e, angular rotation of the distal end [output] with 00, 450 and 900 deflections that match the angular rotation of the proximal end [input]).

Outside Obligations

The 103 Senior Design team has been notified there will be a few wet and dry labs that travel is required. There may also be an operating room travel that is required. As more outside obligations are brought up, the code of conduct will be adjusted accordingly. As per each student's individual outside obligations, each student has posted their generic weekly schedule within the Teams' organization. Any conflicts that may arise will be communicated with the team as soon as they are scheduled.

Team Roles

Within the 103 Senior Design team, there are BMEs, EEs, and MEs. The roles between these three groups will vary depending on their strong suits. Tentatively these roles will be best described as the following.

The BMEs will target any biophysical concerns that may arise as well as give expertise to the EEs and Mes regarding function and reactions typical in the human body. The BMEs will spearhead initiatives regarding the fluid that will be used in the end design to replicate human blood the most. The BMEs will also collect and analyze image capturing of any solo catheter movement within various fluids.

The EEs will focus on the electrical wiring, coding, and implementation of the catheter prototype. Additionally, they assist the MEs in any electrical troubleshooting they may need assistance with. EEs will also lead any Arduino related coding that may arise. The EEs are spearheading wiring and implementation of stepper motors within the end measuring device and verifying with the MEs that the design is compatible with their approach to wiring any motors.

The MEs will produce CAD models of the prototype, assist the EEs in coding, and create the physical prototype of the catheter. The MEs will also assess the deflection observed from the catheter. The MEs will also finalize measuring device materials and put in the work orders for any requests through the College of Engineering Machine Shop.

Communication

The main form of communication that will be exhibited within the *103* Senior Design group will be over GroupMe. Though not required, acknowledgement for each message sent is highly encouraged. For any Zoom or Teams meeting, the link or time that the meeting is occurring will be communicated through email. When speaking with the sponsor, the point of contact, from the the BMEs, will be responsible for communicating any information that is announced by the sponsor whether the sponsor communicates his message through text or email.

If a student needs to be contacted due to lack of participation, an email will be used to reach them. This student will be given 24 hours to reply via email. If no response is heard, a second email will be sent out. If no response is received 48 hours after the initially message is sent, the student initiating communication will be allowed to bring it to the point of contact.

Dress Code

Dress code for group *103* will be business professional during any and all presentations that are given in either a classroom setting or presentation format. When meeting with the team in person there will be no enforced dress code. When meeting with the sponsor the dress code will be casual to business casual but always be modest and fit for an intellectual conversation.

Attendance Policy

Attendance will be mandatory for all classes, meetings, and presentations conducted throughout EML 4551-1C activities. If a student has to miss a class that will be communicated with the team at least two hours prior unless the circumstances inhibit the student from giving notice. If a student is to miss a meeting, they must communicate that the day morning of. The student who misses the meeting will be responsible for reading through meeting minutes that will be posted in the Teams organization for the *103* team and asking any questions that may be relevant to the group or an individual. If a student is to miss a presentation, that must be communicated at least 48 hours (about 2 days) prior to the start of the presentation.


How to Notify Group


When communicating through GroupMe, all students are encouraged to like the first and last message of every conversation transacted to confirm that the message was received. The same will be true for messaging over Teams. Messaging over GroupMe or Teams will not be regulated to a certain level of complexity but will rather be casual and at the students' discretion. If email is the mode of communication, all parties should reply to the original thread within 24 hours. After the 24-hour mark, any missing contact will be notified by the point of contact. Additionally, all emails will be written and addressed in a professional manner.

How to Respond to People in Professional Meetings

The 103 Senior Design's strategy for responding to people in professional meetings will be done so without interruption. All exchanges must be conveyed in a neutral tone and at an appropriate volume. If there are multiple voices wanting to be heard, the students will either raise their hands or wait until they are addressed. If there appears to be unrest within the conversation, a student will take the lead to facilitate the conversation in a diplomatic manner.

Statement of Understanding

Vivian Bernard: 

Sarah Churchwell: 

Lauren Kazzab: 

Katelyn Kennedy: 

Zach Leachman: 

Samuel McMillan: 

Diana Shaughnessy: 

Hunter Walsh: 

What We Do Before Dr. McConomy, Dr. Arce, Dr. Hooker, or TAs

Before contacting Dr. McConomy, Dr. Arce, Dr. Hooker, or the TAs the group will first and foremost always refer to the Code of Conduct. Afterward, if no resolution is reached, it will be upon the point of contact for each discipline to reach out to the student who is not responding if they fall within their discipline. If no action is produced by the student in question, a second attempt from the same point of contact will be made. If the student is still unresponsive, the professors and TA of the discipline from which the student is in will be contacted. *If the student in question is the point of contact, another student will be appointed by the other points of contact. *

When We Contact Dr. McConomy, Dr. Arce, or Dr. Hooker

When contacting Dr. McConomy, Dr. Arce, or Dr. Hooker, the point of contact (or substitute student) from the discipline to which the student belongs. They will be contacted via email that is written and addressed professionally. If the issue that is being addressed pertains to the sponsor or the corporation of the 103 Senior Design group, then all three professors will be contacted in the same manner, through a professionally written email.

What Do We Want Dr. McConomy, Dr. Arce, or Dr. Hooker to Do When Contacted

When Dr. McConomy, Dr. Arce, or Dr. Hooker are contacted, the 103 Senior Design team hopes to be given a new perspective as to how the students can approach the situation. On the chance that at the reason why the professors are contacted is more integral to the success of the project, the *103* team hopes that the professors may take more concrete action whether that be the professor personally contacting the student or advisor personally or allowing the student's disobedience to be reflecting in the grade received for the course.

How to Amend

To amend the current code of conduct, a meeting must be organized by the student desiring an amendment – this meeting must have all members of the *103* Senior Design Team present. At this meeting, the student must have prepared an agenda with speaking points on what they wish to amend. Additionally, the student must allow for a discussion to occur on the current code of conduct section they wish to alter.