

TEAM 04 – RESCUE DRONE



FAMU/FSU College of Engineering

Department of Mechanical Engineering and
Department of Computer and Electrical Engineering

CODE OF CONDUCT

Names	Contact Email
Alexandra Borgesen	alb13m@my.fsu.edu
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September 20th, 2016

MISSION STATEMENT

The Rescue Drone Team (ECE #04) is committed to ensuring a positive work environment that supports professionalism, integrity, respect, and trust. 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:

Halil Yonter – Team Leader

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 is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project.

The team leader takes the lead in organizing, planning, and setting up of meetings. Finally, he gives or facilitates presentations by individual team members and is responsible for overall project plans and progress.

Cody Campbell - Lead Electrical Designer

Lead Electrical Designer is responsible for the design and implementation of the electrical systems in order to ensure the development of sound electrical systems for the aircraft. He, along with the Lead CpE, maintains line of communication with the lead ME. He is responsible for knowing details of the EE design, and presenting the options for each aspect to the team for the decision process. This role delegates roles concerning EE design to other team members when necessary. He keeps all EE design documentation for record and is responsible for gathering all EE reports.

Sarah Hood - Communications Coordinator / Financial Advisor

As the Communications Coordinator, she keeps the communication flowing, both between team members and the sponsor. In addition, she is responsible for keeping a record of all correspondence between the group, and the sponsor.

As the Financial Advisor, he 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 team leader and 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. He is responsible for scheduling to ensure the parts arrive on time. A record of these analyses and budget adjustments must be kept

Alexandra Borgesen - Lead Programmer / Administrative Assistant

Programming lead is responsible for any programming-specific tasks. She works in conjunction with the mechanical lead and the electrical lead to make sure all aspects of the project are completed. She consults with the team leader to help delegate programming tasks.

As the administrative assistant, she takes notes at every team meeting. Responsible for collecting and storing media and 'minutes' for the meetings. Also, oversees the development of the project website.

Shawn Cho - Lead CpE / Web Development

Lead CpE is responsible for the CpE design part in support of the project. He, along with the Lead Electrical Designer, maintains line of communication with the lead ME. He is responsible for knowing details of the and CpE design, and presenting the options for each aspect to the team for the decision process. This role delegates roles concerning CpE design to other team members when necessary. He keeps all CpE design documentation for record and is responsible for gathering all CpE reports.

All deliverables, reports, and presentations will be uploaded to the website. The Web Developer is in charge of ensuring that the website is up to date with the current status of the project and the deliverables. He communicates with the other team members throughout the semester regarding the design of the website.

Peter Burchell - Lead ME / Airframe Engineer / Test Pilot

Takes charge of the mechanical design aspects of the project. Keeps line of communication with the lead ECE. She is responsible for knowing details of the ME design, and presenting the options for each aspect to the team for the decision process. This role delegates roles concerning ME design to other team members when necessary. She keeps all ME design documentation for record and is responsible for gathering all ME reports.

The Aerodynamic Engineer works together with the Lead ME to ensure a sound aerodynamic design. He develops CAD designs for the aircraft.

The test pilots mission is to fly, to evaluate new or modified aircraft for proper operation, and to determine if the aircraft meets prescribed standards. He also ensures that all test flights are in compliance with the rules and regulations set forth by

designated authorities. Certifies that the flights are executed according to respective U.S. codes, laws, and regulations.

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 ambassador to the outside world in own tasks

COMMUNICATION

The main form of communication will be over Facebook Messenger and Google Drive as well as through regular meetings of the whole team. Email will be a secondary form of communication for issues not being time-sensitive. For the passing of information, i.e. files and presentations, Google Drive will be the main form of file transfer and proliferation.

Each group member must have a working email and Facebook Messenger app downloaded on their phone for the purposes of communication and file transference. Members must check their Facebook Messenger app at least twice a day to check for important information and updates from the group. Although members will be initially informed via phone, 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.

If a working meeting must be canceled, the group must be notified by Facebook Messenger at least 6 hours in advance. If a casual meeting must be canceled, the group must be notified by Facebook Messenger at least 1 hour in advance. A working meeting is designated as a formal meeting in which work will be conducted on the project. A casual meeting is designated as an informal discussion that can be held via Facebook Messenger if necessary.

Any team member that cannot attend a meeting must give advance notice of at least 6 hours informing the group of his absence for a working meeting. Reason for absence will be appreciated but not required if personal. Repeated absences in violation with this agreement will not be tolerated.

Records of progress (team and individual) will be regularly entered into a Google Doc on Google Drive to ensure all team members are on the same page.

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. 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.

Scheduling conflicts will happen, and the group meetings are expected to be a priority on each team member's schedules. Honest and diligent communication concerning personal schedules and scheduling of meetings/events is expected.

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 BI-WEEKLY 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

It 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 – 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.
- Instructor will facilitate the resolution of conflicts.

STATEMENT OF UNDERSTANDING

By signing this document, the members of Team Rescue Drone (ECE #04) agree to all of the above and will abide by this code of conduct as set forth by the group.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Alexandra Borgesen	_____	_____
Peter Burchell	_____	_____
Cody Campbell	_____	_____
Shawn Cho	_____	_____
Sarah Hood	_____	_____
Halil Yonter	_____	_____