

Group 1 Code of Conduct

The 2011-2012 FAMU-FSU College of Engineering Mechanical Senior Design Project Group #1, hereafter referred to as the 'Group', has been assigned the task of upgrading the split Hopkinson pressure bar experiment for Eglin AFB/AFRL. As is required for thoroughness, a professional code of conduct has been created and ratified by all member of the Group as follows:

ETHICS:

- I. Members of the Group have a responsibility to:
 - a. Be supportive of all other members of the Group.
 - b. Communicate clearly, openly, and honestly to the Group and the Group's affiliates.
 - c. To be accountable for actions taken individually and by the Group.
 - d. To support the Group publically.
 - e. Maintain a high work ethic.
 - f. Submit their work in time for review by the Group.
 - g. Submit work done only by one or more members of the Group and never commit the act plagiarism.
 - h. To conduct all presentations, communications, and documentations professionally.

PROCEDURES:

- II. Group Communication
 - a. Will be informal.
 - b. Will be constituted of verbal, electronic, and all paper forms of communication.
 - c. Conforming to the ethical standard put forth in section I.b, all members of the Group will communicate clearly, openly, etc...
 - d. Exterior communication will be conducted as a group or with the permission of the group.
 - e. Conforming to the ethical standard put forth in section I.g, all members of the Group will conduct themselves professionally.
 - f. When calling a meeting of the Group, all members must be notified 24 hours prior to the time chosen.
 - g. Meetings of the Group shall occur biweekly unless otherwise agreed upon by the members of the Group.

III. Exterior Communications

- a. Will be conducted formally, professionally, and adhere to the code of ethics set forth in section I.
- b. Will be duly noted in the Group's log.
- c. When calling a meeting of the Group and one or more persons exterior to the Group, all exterior persons must be notified 48 hours prior to the time chosen or at an earlier time if possible.
- d. Communication with the project sponsor and project advisor will occur every second week or more often as deemed necessary.
- e. Meetings of consequence will have their minutes recorded in the Group's log.

IV. Decision Making

- a. Ideas of members of the Group are expected to be considered openly and fully by all other members.
- b. All members of the Group are expected to present all relative ideas for the approval/disapproval of the Group.
- c. Decisions of the Group will be:
 - i. Weighted according to the pros and cons of the idea presented.
 - ii. Made according to what is deemed best for the final product.
 - iii. Made by a vote among all members present.
 - iv. Passed by at least a two-thirds majority.
 - v. Decisions cannot be made without the presence of at least three members of the Group.

V. Delegation of Duties

- a. Duties will be first delegated on a volunteer basis.
- b. If required, duties will then be delegated according to each member's abilities.
- c. In the event of two or more member's abilities being deemed equal, work will be delegated on a rotating schedule.

VI. Conflict Resolution

- a. Conflicts within the Group will be resolved:
 - i. First, by the individuals involved.
 - ii. If the disagreement continues, by the Group as a whole.
 - iii. If a resolution cannot be reached by the Group, arbitration by the project advisor will be sought.

VII. Discipline

- a. Discipline will be dealt with by the Group as a whole on a case to case basis for transgressions such as incomplete work or failure to appear at pre-designated meeting without sufficient notification of the other members of the Group.
- b. Disciplinary action will include but not be limited to:
 - i. Penalty of marks on group member evaluations.
 - ii. Arbitration by the project advisor.
 - iii. In the most extreme case, expulsion from the group.

ROLES & RESPONSIBILITIES

VIII. The duties required of each position held by a member of the Group will be outlined as follows:

- a. Team Leader: Donald E. Hays, II

The team leader will be responsible for maintaining an even workload across the Group, be the spokesperson of the Group, and be the main contact for Group members. The team leader will also keep tabs on the in-house progress of the project

- b. Secretary: Joseph L. Chason

The secretary will be responsible for maintaining the Group log. The secretary will maintain detailed records of all decisions, meetings and contacts with Group affiliates. Records of all relevant documentations, numbers, emails, prices, etc, will also be kept by the secretary.

- c. Treasurer: Zachary L. Johnson

The treasure will be responsible for maintaining an up to date record of all expenditures, account balances, cash flows. Constant maintenance of an overall view of the financial status of the project and the percentage of completion of the project will also be the responsibility of the treasurer.


d. Liaison: Sarah E. Napier

The liaison will be responsible for maintaining the relationship between the Group and all sponsors, vendors, and other affiliates. The liaison will also be responsible for the setting up of meetings with exterior affiliates, the timely ordering of materials, tracking the progress of shipments, and ensuring the timely delivery of documents such as technical drawings, reports, etc.

AGREEMENT & SIGNATURES

We, the undersigned, agree to adhere to this code of conduct and fulfill the duties assigned us as depicted in section VIII.

Name (Printed) Signature Date

<u>Zachary Johnson</u>	<u></u>	<u>9-8-2011</u>
<u>DONALD E. HAYES, II</u>	<u>Donald E. Hayes, II</u>	<u>9-8-2011</u>
<u>Joseph L. Chason</u>	<u>Joseph L. Chason</u>	<u>9-8-2011</u>
<u>Sarah E. Napier</u>	<u>Sarah E. Napier</u>	<u>9/8/2011</u>