

# Group 17 Code of Conduct

Members:

Michael Bunne  
John Jaguszyn  
Jonathan Lenoff

## Roles

As a group we realize that the most efficient and effective manner to accomplish tasks is to divide up responsibilities. The day to day requirements of senior design can be placed into three main roles: treasurer/historian, secretary and team leader.

*Treasurer/Historian*- in charge of keeping a visual history of the project and making sure the finances stay on budget. The treasurer/historian's roles will include:

1. Establishment and maintenance of group website
2. Establishment of backup/forum server through website
3. Documentation of current work with picture/video camera
4. Responsibility to ensure that all competition guidelines and rules are met and followed
5. Responsibility to ensure competition deadlines are met
6. Establishment and maintenance of group expense database for both past and potential purchases
7. Responsibility to talk with potential vendors for product information and pricing

*Secretary*- in charge of keeping a written history of previous work. The secretary 's roles will include:

1. Maintenance and responsibility to update website backup/forum server
  - a. Responsibility to ensure that all group members have the current documents
  - b. Scanning in all paper documents to computer
2. Keep a backup of website server documents on local computer
3. Establishment and maintenance of a calendar of previous work so the group can always pinpoint the day something happened
4. Establishment and maintenance of meeting note database

*Team Leader*- in charge of maintaining group efficiency and effort while planning for the future. The team leader's roles will include:

1. Communication with advisor/customer
2. Creation of meeting agendas
3. Leading of group meetings
4. Ensuring there is no hamper to communication within the group
5. Creation of future project goals and appropriate deadlines

We feel these roles are extensive and appropriate to meet our projects goals. While all team members will be assigned a position initially we do reserve the right to reevaluate individual member's position whenever the group sees fit.

## **Decision Making**

As a group, it has been decided that any substantial change to product design, project timeline, or formal documents or presentations will be unanimously agreed upon before implementation. This shall ensure the most cohesion within the group and require all major ideas to be fully scrutinized before initialized. Any small changes or adjustments to the product or project in general may be done either independently or by a pair of group members, but it is the responsibility of those members to ensure that an appropriate “backup” is still on file and a record of the change is indicated. It is also the responsibility of those members to inform the other members of the group (including the faculty advisor is deemed necessary) about the changes made in the most immediate method possible.

## **Document Management**

The documents and files created henceforth by any and all members of the group in relation to the project shall be electronically saved and uploaded to a digital server for storage and convenient access. Google Docs will be used extensively to ensure clarity in the editing process. Files will be saved with the date, title, and revision number as the file name. It will be the Secretary's responsibility to ensure documents are properly managed.

## **Conflict Resolution**

Conflicts between group members will be dealt with on a case by case basis. Any disagreements relating to the content or design of the project will be discussed with all group members and evaluated with care. Any conflicts resulting from attitudinal disparities will be addressed at the end of every group meeting. Members are encouraged and invited to discuss any and all sources of conflict during these times to avoid future escalations of tension leading to inefficient productivity. A team member who finds himself as a repeated source for conflict, repeatedly misses meetings, or fails to complete his assigned tasks up to the expected standard and on time will be subject to a group confrontation in which the violations will be discussed in detail and a suitable resolution, including any appropriate consequences, will be agreed upon.

## **Communication**

The most important aspect of this design project is communication. Group members henceforth will be responsible for keeping their fellow members updated on all issues relating to the project. Scheduling conflicts, project and design disagreements or ideas, and any other matter concerning the project should be addressed as soon as possible in the most immediate fashion. Email will be used most often to communicate minor edits to designs or documents, however in cases of substantial changes, a more immediate approach will be used.

The Team Leader will be responsible for communicating directly with the customer and faculty advisor in any necessary addition sessions to clarify project goals or ask additional questions. The team as a whole, however, is responsible for keeping the advisor and customer up to date with the project during the scheduled meetings.

## **Dress code**

The dress code only serves to maintain a safe and professional working environment. The group's dress code falls into three main categories: day-to-day, business casual and business formal. Day-to-day wear is defined as the dress code worn on any day that does not require either business casual or formal. The only requirement for day-to-day wear is that it is neither unsafe for working conditions or offensive to another member. Business casual shall be worn during advisor/client meetings and less formal presentations.

Business casual includes the minimum of day-to-day wear with the following additions::

- Slacks
- Jeans are not acceptable
- Closed toed dress shoes, no sneakers
- All shirts shall be button down and tucked in
- No accessories shall be permitted including but not limited to piercings or tattoos

Business formal shall be worn during formal presentations throughout the year where faculty or staff requires that we not dress in day-to-day wear or business casual. Business formal includes the minimum of business casual with the following additions::

- Dress jacket
- Tie

It is the group's responsibility to notify another member if their dress or personal hygiene become an issue to a member's safety, group cohesion, or professional appearance.

### Meetings

As stated above, all meetings shall be headed by the team leader. The agenda for the meeting will be provided by the team leader and followed by the other members. All members must be notified at least 24 hours in advance of any group meetings by the secretary. It is the group preference that all members bring a laptop and if possible a calculator to take notes and do any necessary calculations. All members must be punctual to meetings. The dress code for the meetings is discussed above.


### Ethics

In order to maintain group cohesion and a positive work environment we agree to a basic set of ethical constraints. No member shall slander another group member, an advisor, the client, or the project. All interactions with other group members or other students shall be handled respectfully. Individuals are accountable for their previous work, however it is up to the team to deal with any pressing issues.

The following members agree to the above document:

  
Michael Bunne

9/15/11  
Date

  
John Jagusztyn

9/15/11  
Date

  
Jonathan Lenoff

9/15/11  
Date