

Group 4 Code of Conduct

This Code of Conduct will serve to outline our Group's responsibility to our senior design project. All group members will abide by the Code of Conduct to serve as guidance to our project.

Roles:

Team Leader-William Ehlers

The Team leader is responsible for keeping the Group on task and overseeing the Project.

- *Responsible for submitting group assignments and presentations
- *Responsible for reviewing and finalizing each assignment, report or presentation
- *Tracking the progress of the project and assigning tasks to each member as responsibilities arise
- *Responsible for keeping the group dynamic healthy, making sure that the group members are courteous of one another and show each other respect at meetings or in any situation related to the project

Team Treasurer-Redan Reyes

The Team Treasurer is primarily responsible for the Group/Project's financial needs

- *Responsible for keeping records of any financial dealings
 - i.e. The funds needed from sponsors as well as receipts and documentation of materials
- *Responsible for setting up meetings
- *Must act as scribe for each of the meetings, including attendance and meeting content

Team Liaison-Daryl Montooth

The Team Liaison is primarily responsible for any major communication within the group.

- * Communication with Sponsors: Contacting the sponsor to understand exactly what the sponsor is asking for
- * Communication with Team Members: Responsible for Emailing Team Members with information regarding sponsors, deliverables, meetings (reminding members through email and texts of upcoming meetings) and etc.

Team Webmaster-Manuel Santos

The Team Webmaster is primarily responsible for web/internet based duties.

- *Design and Creation of the Group/Project's Website
- *Active updating of the Group/Project's Website
- *Responsible for keeping documentation of everything and making extra copies if necessary
 - i.e. Presentations or Reports

Chain of Command

The project will be the final culmination of various lower level-tasks. Each of these tasks must be taken care of in a timely organized manner. Certain tasks will be categorized under certain priorities. If a task has financial priority, or communication priority tasks will be run through the team member responsible for said priority. For example, if the group needs a part, the leader is responsible for acknowledging what the group needs and reaching a group consensus. Then the next task is buying the part. So the treasurer will assess how much it will cost and where to acquire it from. The next task is confirming funds for purchasing said part. The team liaison will have to communicate with the sponsor to receive those funds. The final task is to record documentation of this tasks completion, so the webmaster will make sure to have a copy of the transaction for safekeeping.

Responsibilities:

Each team member will have specific responsibilities to fulfill. Every task is to be completed to reflect the team's effort. If the team does not deem the task acceptable, the individual in charge of the task will redo it.

Differences in opinion or disagreements over issues concerning our project will be settled by a vote. Considering our group has 4 members, a 3 to 1 vote will be needed to settle any issues concerning our project. If a 2 to 2 vote arises and no individual opinions change, we will seek our advisor to help us settle the disagreement.

We will meet every week on Wednesday at 12pm. If a group member is unable to make the meeting because of some outside event, **every** group member must be informed at least 24 hours before the meeting. A total of 3 of these excused absences will be allotted to each member before we begin to penalize individuals in our group evaluation. If an individual misses a meeting without any notification to the group, this individual will be penalized on the next group evaluation. If someone gives a short notice (less than 24 hours) that they are unable to make the meeting, we will deduct this absence from their allotted 3.

Our group will also conduct mandatory meetings. 4 days prior to the mandatory meeting every group member will be notified. Mandatory meetings will be set when the group feels a large amount of work must be done or important information will be issued or exchanged. An absence of a mandatory meeting will reflect highly on the individual evaluation.

Each individual will have specific tasks which must be met by certain deadlines. The team leader will have a list of the tasks and deadlines for each member. Deadlines can be adjusted if complications arise but each member must take every deadline to be final. Missing a deadline will result in penalizing the individual on the evaluation.

Name(Print)

Signature

Date
