

Code of Conduct

EML 4551C – Senior Design – Fall 2012

“Smart Material Museum Exhibit”

Team Members:

Glen Ashworth, Isaac Piersall, Laura Wainikainen, and Daniel Roque

Department of Mechanical Engineering, Florida State University, Tallahassee, FL

Project Advisors

Dr. William Oates

Department of Mechanical Engineering

Dr. Chiang Shih

Department of Mechanical Engineering

Philosophy:

For a successful senior design project, it is essential that the team members put a forth maximum effort and work collectively towards the same goal. The following explains the work expected and the responsibilities each member will abide by for the time being in the planning, designing, and assembly of our smart material museum exhibit.

Responsibilities:

Team Leader – Glen Ashworth

The team leader will be responsible for making sure everyone knows there tasks, and the work is apportioned fairly. If there is any disagreement or problem, it is up to the team leader to call a group meeting to resolve the issue and include the sponsor/mentor if necessary. The team leader will also be responsible for making sure all of the work/tasks are being completed by each group member and that no one is failing to fulfill their responsibilities.

Sponsor Liaison and Meeting Coordinator – Daniel Roque

This person will be responsible for being in constant contact with the sponsoring company, Challenger Learning Center. He will be responsible for keeping communication open between all parties involved in the project. He will keep an organized tab of what is going on and ensuring all are on the same page. He will also plan ahead for appointments with advisors and sponsor.

Team Treasurer – Laura Wainikainen

The responsibility of the team treasurer will be to ensure a minimum cost for a safe and reliable system while meeting all of the project requirements. The treasurer will keep track of all financial obligations throughout the entirety of the project. She must present the group with all market research involved in making purchasing decisions. All transactions must be approved by the group based on market research and analysis of all purchasing options.

Communication/Scheduling:

Every week there is a mandatory group meeting scheduled by the coordinator, along with additional personal meetings made as needed. Communications will be through email and phone conversations through the provided email address and telephone number. If a member cannot attend a meeting, he must notify the group at least one day in advanced and provide an alternate time to meet. An overall schedule will be formed at the beginning of the class, within first two weeks, and will be followed to best of the group's ability. It will be made in Outlook so all team members will have access and be responsible for the dates.

Decision Making

Decisions will be made as a group after consulting with all group members. Each member will give his or her opinion and all thoughts will be considered accordingly. After careful evaluation of all choices or solutions, decisions will ultimately come down to group vote. If necessary, results of evaluations will be presented to our advisor Dr. Oates whereas he will give his respected opinion and the group shall move on from there. Disagreements or misunderstandings will be brought up immediately by respective group member so that all are on the same page. Communication is key and will be vital to the project's success.

Terms of Agreement

By signing below I agree to adhere to these guidelines during the course of the project.

Team Member 1- Daniel Roque_____ Date 9/20/12

Team Member 2- Glen Ashworth_____ Date 9/20/12

Team Member 3- Laura Wainikainen_____ Date 9/20/12

Team Member 4- Isaac Piersall_____ Date 9/20/12