



FAMU/FSU College of Engineering

Department of Mechanical Engineering

Code of Conduct

Team 10 Autonomous ATV

Group Members:

Michael Brazeau

Marc Akbar

Jeremy Hammond

Omesh Dalchand

Lester Kendrick

Merrick Salisbury

10/04/2013

Mission Statement

Team 10 is committed to working in a timely and professional manner to ensuring a successful outcome to our project. We strive to uphold the integrity and respect each worker deserves as stated in the NSPE Engineering Code of Ethics. Each member of this team will work to their full potential in an effort to achieve their goals.

Roles

Specific roles are given to different team members in order to split up the workload evenly. Each member is given his role based on their knowledge and skills.

Team Leader – *Michael Brazeau*

The team leader controls the team as a whole. He looks at tasks and deadlines for the teams which in turn then develops a plan of action to accomplish this. The tasks he oversees is to appoint assignments among the team members, put in his ideas when needed for other tasks, and to look over every document. As leader, he shall provide uplifting motivation and encourage teamwork for his group. If a misfortune shall occur, he is responsible to choose the best plan of action in favor of the project. However, in order for something like this to not happen, he should try to maintain good communication throughout each task. Team meetings will be planned and organized by the team leader as well as keeping a note of the meeting proceedings. The last role of the team leader is to be responsible for the organization of each team members work for presentations.

Financial Advisor – *Merrick Salisbury*

The financial advisor is in charge of the allocated expenses given to the project and shall keep all spending records. All money and purchase requests must to go through the financial advisor in which he will then try to find the best product or another solution for the needed equipment. He then tells the team the requested item and if all members agree on the expense, he orders the item.

All team members must perform on different parts of the project and agree on project expectations and progress. The team must respect other members' advice and advice.

Communication

In order to communicate quickly and effectively with each other this group has set up a group text through mobile phone. This is the fastest and easiest way for our group members to communicate with each other at all times. Phone calls and emails will be another way to communicate with team members and the project supervisors. Also there has been a weekly team meeting set up for which everyone must attend. If a member cannot attend it is expected that the team member informs the group through group text message prior to the day of our meeting.

A Dropbox folder has also been set up on each member's computer that each team member has access to in order to collaborate the project work. At any time all files such as deliverables can be viewed and modified and then saved so that everyone can access these files through the Dropbox program.

Rare absences or tardiness from meetings are expected but excessive absences and tardiness will not be tolerated. The same goes for replies to group texts that require feedback.

Team Dynamics

Everything done will be for the benefit of the project. The students will work together while allowing each other to have a sense of equal importance. Any issues will be immediately resolved as a group. Issues will be resolved without emotional outbreaks and illogical decision making. If issues cannot be resolved amongst team members, a mediator will be brought in to help in the resolution process.

Ethics

Team members will become familiar with the National Society of Professional Engineers code of ethics. All actions taken by team members will adhere to state and federal laws and strive to serve the public interest. The team will attempt to protect all intellectual property associated with this project.

Dress Code

There is no dress code for team meetings, but presentation will be held in business attire.

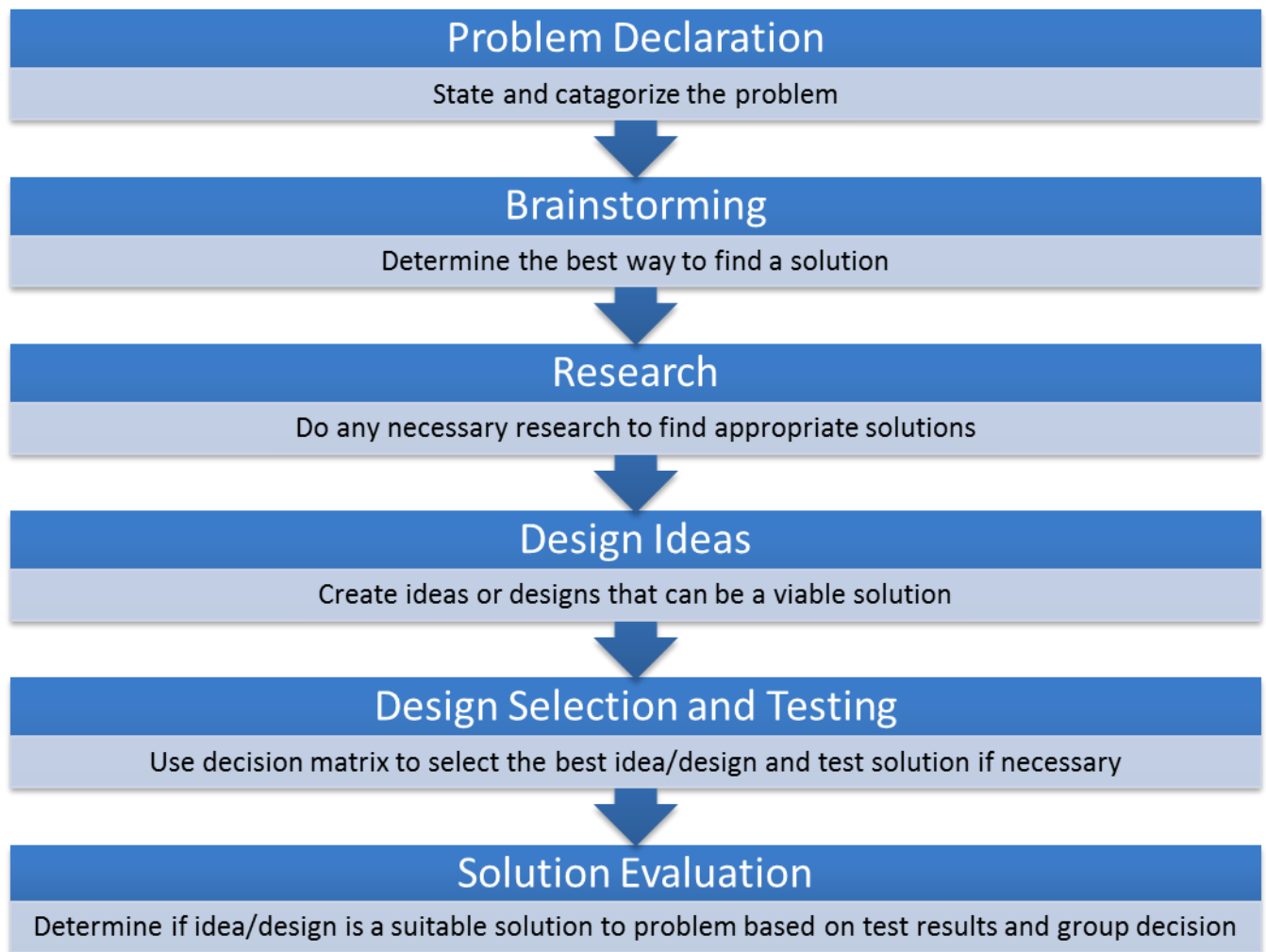
Weekly and biweekly Tasks

Team members will meet at least once weekly to discuss progress on assign task, due dates, and any conflict that arise. Every two weeks team members will meet with sponsor and advisor from both departments. The advisor will receive a biweekly report outlining our progress on the last two weeks, problems encounter and plans for the next two weeks. The sponsor will also receive a similar verbal report.

Decision Making

All major decisions made will be carried out as a team, under its consensus. Minor decisions, depending on its nature, will be made individually. All purchasing assessments shall be made as a group and under the approval of our advisor, Dr. Oscar Chuy. Any problems that arise will be brought to every team member attention but if it can be resolved by one team member he can address it by himself. Although it is unforeseeable, those who have personal bias or conflicts of interest shall not be involved in a major decision. Designs shall be chosen using a decision matrix and evaluated by the team members involved in the design. All decisions made

will be in the best interest of the project and each member shall uphold this to the best of their ability. A basic flowchart of the major decision making steps is shown below:



Conflict Resolution

Conflicts between two team members will be resolved amongst themselves. If no solution can be found, then the team leader will decide on the best course of action. If there are any conflicts with the project itself refer to Decision Making.

Statement of Understanding

By signing this document the members of Team 10 agree the all of the above and will abide by the code of conduct set forth by the group.

Name

Signature

Date
