Code of Conduct Team 6: SUAS UAV

Mechanical Engineering

Greg Buker

Jennifer Gavin

Mark Parish

Bernardo Raposo

Ernandes do Nascimento

Electrical/Computer Engineering

Steven Cutchins

Stephen Kwon

Jason Randall

Code of Conduct

# Communication

* Email
	+ All group email communications will be CC’d to all group members regardless. Emails shall be appropriate in content and applicable to the project (no unrelated topics).
	+ Members shall attempt to respond within 24 hours.
* Facebook
	+ Similar etiquette shall be used in Facebook group communications.
* In-person
	+ Weekly/Biweekly meetings will take place in which members are to be respectful of each other’s opinions. Members should not introduce distractions by texting, checking email, etc.
	+ Secretary (or equivalent) shall log all in-person group communications and uploaded to the team Dropbox in case of team member absence.
	+ All members are required to attend in-person group meetings unless appropriate notice (24hrs) has been given to the project leaders.
* Skype/Phone
	+ All phone and Skype communication shall be in line with in-person communication guidelines.
	+ It is crucial that open communication lines are established with team member(s) working in Brazil.

# Group Responsibilities

**Overall Project Manager (Mechanical)**

* Leads communication between group members
* Leads meetings
* Responsible for keeping track of deadlines
* Turns in assignments
* Divides responsibilities between group members
* Responsible for overall project plans and keeping group on task

**ME Project Lead**

* Oversees on time completion of ME specific tasks
* Organizes ME group members and delegates assignments for ME tasks
* Communicates with ME advisor

**ECE Project Lead**

* Oversees on time completion of ECE specific tasks
* Hand-in deliverables to ECE Department
* Organizes ECE group members and delegates assignments for ECE tasks
* Communicates with ECE advisor

**Secretary(s)**

* Records meeting minutes
* Handles trivial paperwork for the group

**Web Designer(s)**

* Designs website for team
* Updates website as needed

**Autonomous Flight Expert**

* Focuses on the overall autonomous flight code development

**Communication/Radio Expert**

* Focuses on inter-communication between airplane and ground systems

**Imagery/Signal Processing Expert**

* Focuses on the image processing aspect of the project

\*Roles may be added/changed as necessitated by the project\*

# Deliverables

* Overall Project Manager or ECE Project Lead will deliver the required material to the appropriate department
* All assignments shall be finished 24 hours prior to their due date to accommodate unforeseen circumstances and/or complications
* All deliverables and important documents should be uploaded to the team dropbox

# Decision Making

* First discuss pros and cons with all members for new ideas
* All ideas considered
* A vote should be made if the all members do not reach consensus in the debate
* The advisor should be consulted if the indecision continues

# Conflict Resolution

* Discuss conflicting points in a meeting
* Faculty/technical advisor last resort if no solution can be reached

# Weekly Meetings

* Meetings will be held on Thursdays at 5:00 pm. Once every two weeks, staff meetings will be held with the entire team, Dr. Amin, Dr. Frank, and Dr.Shih

# Team Dynamics

* Work as a team and be respectful to other team members
* Allow team communication and new ideas to be discussed by all members
* A team member shall not act emotionally or take actions based only on own decisions
* Each team member is responsible for accomplishing his tasks in time
* All team members are required to support peers when needed to improve group dynamic and time efficiency
* Useful resources should be shared in benefit of the whole team

# Ethics

* All team members should follow the NSPE Code of Ethics for Engineers.

By signing the agreement, you agree to the terms stated above. Please note that at anytime with group vote, the code of conduct can be changed to better fit the needs of the group.

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