# Code of Conduct

 **Mission Statement**

The goal for team 520 is to ensure a positive and productive work and research environment that will yield ultimate success in the project. Each team member is committed to embracing integrity, professionalism, and respect while dedicating maximum effort towards the success of the project.

 **Team Roles**

* David DiMaggio - Design Engineer

The duties of the Design Engineer include performing research in order to create new ideas for the project systems while collaborating heavily with the Test Engineer during assembly to produce the required system. They will also improve quality and efficiency of existing products to fit the customer requirements using CAD modeling software such as SolidWorks or Pro Creo to model the product before manufacturing for efficient assembly and testing.

* Cheyenne Laurel - Project Manager

The Project Manager is responsible for the overall progression of the project to meet deadlines as well as handle financial budgeting for the project. The Project Manager will be in charge of communication between the group’s sponsor and advisor throughout the project to ensure no member is out of touch. They will be responsible for setting all group meetings according to team needs as well as representing the team during events and presentations.

* Boluwatife Olabiran - Software Engineer

The Software Engineer will be creating the coding and programming necessary to integrate the electrical and mechanical parts of the assembly line. Using C and Python programming, the Program Engineer will be responsible for applying the necessary commands to the manufacturing machine.

* Nataajah Taylor - Hardware Engineer

The Hardware Engineer is responsible for assessing and assigning appropriate electrical and programmable parts for the project. Also working with the Program Engineer to ensure working software for the electrical components, and programmable parts.

* Joell Williams - Test Engineer

The Test Engineer will ensure the assuring parts and systems are up to the project qualifications. Responsibilities will also include working closely with Software Engineer, Hardware Engineer, and Design Engineer to relate any bugs or improvements within the production.

 **Communication**

For Team 520, the main form of communication will text messaging in a group chat containing all group members. GroupMe will be used as a second option to texting to accommodate for all phone models. Email is the second primary form of communication used to send any important information regarding meeting times and locations, important sponsorship information, and file transfer. To ensure that each team member has access to all necessary files, each file will be uploaded to the group's Google Drive so there are no missing documents.

Each team member will need to reply to any messages from the Project Manager and other group members within 24 hours to confirm meeting times and locations. As well, each member will have to notify the rest of the group at least 24 hours in advance if they are unable to make the agreed upon meeting time, while also providing a new available time to meet. Failure to do so will be noted amongst other group members for final evaluations and may result in a larger workload for such member.

 **Dress Code**

Team meetings and advisor meetings can be attended in casual attire that must be appropriate still. Sponsor meetings, group presentations, and other formal outings must be attended in business casual or formal attire, of which will be specified by the Project Manager at least 24 hours before the event.

 **Ethics**

All team members are required to adhere to the NSPE Engineering Code of Ethics to ensure the safety of the team, the users, the public, and the employer.

 **Attendance Policy**

Team members are expected to appear and participate in all meetings with the sponsor, advisor and instructor. Ideas, budgets, project progress, timelines, conflicts, due dates and submissions will be discussed. Absence is not acceptable unless prior notification is given with genuine reasons or due to unforeseen and emergency situations. If more than one unexcused absence occurs, Dr. McConomy will be contacted for guidance.

 **Decision Making and Conflict Resolution**

 Any decisions or conflicts will be referred to the group majority process in order to determine the final decision or resolution.

1. The first step will require the problem or decision to be explained to the entire group while allowing questions to make sure all components or conflicts are understood by the team members.
2. The group will come to a resolution of three final choices or resolutions that are cohesively decided by all members of the group.
3. The final choices will be held to a group vote where the majority vote will decide the final resolution.

When deciding on other choices such as unassigned tasks, the group will deliberate to whoever feels most comfortable with the task at hand in order to handle it. If no volunteer comes forth, then the task will be assigned to the member whose project role most closely encompasses the task.

 **Statement of Understanding**

By signing this document, each member of Team 520 acknowledges and agrees to the code of conduct set forth by the class and the group.

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| Boluwatife Olabiran |  | 1/10/2019 |
| Cheyenne Laurel |  | 1/11/2019 |
| JoEll Williams | cid:9654e0ef-0dcf-467d-9e28-b917b293f3ef@namprd05.prod.outlook.com | 1/11/2019 |
| Nataajah Taylor |  | 1/11/2019 |