FAMU/FSU College of Engineering
EML 4551/4552
SENIOR DESIGN 2003

TEAM #3

SAE MINI-BAJA
POWERTRAIN

6 February 2003

CODE OF CONDUCT

Design Team
Blunt, Michelle
Brinson, Thomas
Coldwell, Brian
English, Ned
Mini Baja Code of Conduct

I. Professionalism

a. All members shall act in a professional manner during all phases of the project (this includes design meetings, deliverables, presentations, etc.).

b. Group must meet weekly to discuss the progress of the project and to plan ahead in achieving future objectives.

c. Adhere to the University’s code of conduct in respect for plagiarism.

d. If a member plans to be absent to a meeting, the member must contact the other members of the group with the reason for their absence.

e. Keep the customer updated on the progress of the project.

f. All information concerning the Baja car in reference to the power train or any other components of the Baja car are confidential and are not to be shared with rival Baja teams.

II. Punctual

a. All phases of the project shall be executed punctually. Each member is accountable for being considerate of the team and project with respect to punctuality and deadlines; this is of utmost importance given the time frame and should be considered along with all other commitments (school, work, family….) to avoid unnecessary conflicts.

b. All assignments/deliverables must be submitted on time. No exceptions!

c. Proper Planning Prevents Poor Performance.

III. Responsible

a. Responsibility to the commitment of this project is the fundamental element

b. Every individual is responsible to fulfill at least his or her share and encourage overall responsibility within the team.

c. Help others when needed.

IV. Communication

a. Constant and open communication on every level throughout the entirety of this project is vital for a fluid and productive experience.

b. All communication (verbal, written, body) shall be professional, considerate, and respectful. Failing to communicate ideas, progress, satisfaction, etc. will only hinder the design process and waste time/money/energy; thus, it is not acceptable.

c. All members will communicate clearly and directly with each and every member and shall demand such under the team.
V. Enthusiasm

a. To aid all aforementioned conditions, each member and team at large should be enthusiastic towards the end of a working product and towards the entire process. Obviously human emotions are dynamic, and a superficial enthusiasm is not the goal here.

b. Every group member participating in the Mini-Baja Senior Design project must expect an “A” and must put forth maximum effort in achieving such a goal.

Commitment Statement

I, the undersigned, have reviewed this material and agrees with all of its terms and implications. I resolve to contribute my best efforts towards upholding this code, and thus, towards promoting the greater good of the team and the project.

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Michelle Blunt                Thomas Brinson

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Brian Coldwell                Ned English, Jr.