
Code of Conduct

Department of Electrical & Computer Engineering

Team: #4 RoboSub

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Code of Conduct

Sections of this Code of Conduct are attributed to the document template, “code_of_conduct template.doc” provided by Dr. Frank. Those sections that have been changed are in italics.

Mission Statement

Team 4 is committed to *developing* a positive work environment that supports professionalism, integrity, respect, and trust. Every member of this team will contribute a full effort to the creation and maintenance of such an environment in order to bring out the best in all of us as well as this project.

Roles

Every team member has a specific role based on skills, experience, and preference, and is responsible for those roles described below.

Team Leader: Elliot Mudrick

The team leader manages the team as a whole, develops a plan and timeline for the project, delegates tasks among group member according to their skill sets, finalizes all documents and provides input on other positions where needed. The team leader is responsible for promoting synergy and increased teamwork. If a problem arises, the team leader will act in the best interest of the project. The team leader keeps the communication flowing, both between team members and Sponsor/Advisors; takes the lead in organizing, planning, and setting up of meetings; gives or facilitates presentations by individual team members; and is responsible for overall project plans and progress.

Team Members

Treasurer: Bjorn Campbell

The treasurer manages the budget and maintains a record of all credits and debits to the project account. Any product or expenditure requests must be *presented to the team*, and then the treasurer is then responsible for reviewing the analysis of equivalent/alternate solutions. If the request is granted, the treasurer orders the selection. A record of these analyses and budget adjustments must be kept *in an organized manner*.

Secretary: Samantha Cherbonneau

The secretary is responsible for keeping the minutes at every team meeting, with and without advisors present. They are then to post the minutes in the team blog/website, or in the agreed upon location.

General Team Member

The general team member is to work on certain tasks of the project, put in a full effort for all of both semesters, follow-through on commitments, contribute constructively during team meetings while keeping an open mind, communicate ideas and opinions effectively, and respect other group members and their ideas.

Communication

The main form of communication between group members will be *via GroupMe messaging* or text messaging, aside from weekly meetings. Email will be a secondary form of communication for issues not being time-sensitive, *or for sharing of files.*

Each group member must have a working email *that is checked a **minimum** of twice daily.* Although members will be initially informed *via a GroupMe* or text message, meeting dates and also pertinent information from the sponsor will additionally be sent over email.

If a meeting must be canceled, a *GroupMe/text message/email* must be sent to the group at least 24 hours in advance. Any team member that cannot attend a meeting must give advance notice of 24 hours informing the group of his/her absence, *unless it is due to an emergency and notice cannot be given.* Reason for absence will be *expected*, unless it is of a personal *nature.* Repeated absences in violation with this agreement will not be tolerated *and action will be taken if deemed necessary by the team leader.*

Team Dynamics

All members are expected to work as a team while allowing one another to feel free to make any suggestions or constructive criticisms without fear of being ridiculed and/or embarrassed. If any member on this team finds a task to be too difficult, it is expected that the member should ask for help from the other teammates *and not wait until the last minute to request assistance.* If any member of the team feels they are not being respected or taken seriously, that member must bring it to the attention of the team in order for the issue to be resolved. Emotions shall not dictate our actions.

Ethics

Team members are required to be familiar with the NSPE Engineering Code of Ethics as they are responsible for their obligations to the public, the client, the employer, and the profession. There will be stringent following of the NSPE Engineering Code of Ethics.

Dress Code

Team meetings will be held in casual attire, *but team members are expected to appear put-together at all meetings.* Sponsor meetings and group presentations will be business casual to formal *attire* as decided by the team per the event.

Weekly Meetings & Tasks

Team members will participate in all meetings *that are scheduled* with the sponsor, adviser and instructor. During said times, ideas, project progress, budget, conflicts, timelines and due dates will be discussed. In addition, tasks will be delegated to team members during these meetings. Repeat absences will not be tolerated, *as stated in the Communication section of this document.*

Decision Making

Decision-making is done by consensus and majority of the team members. Should ethical/moral reasons be cited for dissenting reason, then the ethics/morals shall be evaluated as a group and the majority will decide on the plan of action. Individuals with conflicts of interest should not participate in decision-making processes, but do not need to announce said conflict. It is up to each individual to act ethically and for the interests of the group and the goals of the project.

Achieving the goal of the project will be the top priority for each group member. Below are the steps to be followed for each decision-making process:

1. Problem Definition – Define the problem and understand it. Discuss among the group.
2. Tentative Solutions – Brainstorms possible solutions. Discuss among group most plausible.
3. Data/History Gathering and Analyses – Gather necessary data required for implementing tentative solution. Re-evaluate tentative solution for plausibility and effectiveness.
4. Design – Design the tentative solution product and construct it. Re-evaluate for plausibility and effectiveness.
5. Test and Simulation/Observation – Test design for tentative solution and gather data. Re-evaluate for plausibility and effectiveness.
6. Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if design can be improved and if time/budget allows for it.

Conflict Resolution

In the event of discord amongst team members the following steps shall be respectfully employed:

1. *The conflict should be discussed amongst all team members and addressed adequately.*
2. Administration of a vote, if needed, favoring majority rule.
3. Team Leader intervention.
4. Instructor will facilitate the resolution of conflicts.

Statement of Understanding

By signing this document the members of Team 4 agree to the above Code of Conduct and will abide by the Code set forth by the group.

NAME	SIGNATURE	DATE
Dennis Boyd		
Bjorn Campbell		
Samantha Cherbonneau		
Kevin Matungwa		
Elliot Mudrick		