**FAMU/FSU College of Engineering**

**Department of Electrical and Computer Engineering**

**Code of Conduct**

**Team 312 - Digital WiFi Canopy**

**Names:**

**Angel Salges**

**Hetanshu Patel**

**Alana Brandt**

**Victor Perry**

**Date: 9/15/2022Mission Statement**

The members of Team 312 are dedicated to fostering an atmosphere at work that values professionalism, integrity, respect, and trust. To create and maintain an environment that will bring out the best in each of us and this project, each team member will give it their all. Our efforts should result on the creation of a functional solar umbrella.

**Roles**

Each team member is delegated a specific role based on their experience and skill sets and is responsible for all here-within:

**Team Leader** – Angel Salges

Manages the team as a whole; creates a plan and schedule for the project; assigns responsibilities to team members based on their skill levels; completes all paperwork; and, as necessary, offers input on other roles. Promoting improved teamwork is the responsibility of the team leader. The team leader will act in the project's best interests whenever an issue emerges.

They maintain open lines of contact with the Sponsor and the team members. The responsibility for planning, scheduling, and arranging meetings falls to the team leader. He is also in charge of documenting any communication within the group and keeping "minutes" of the meetings. Finally, he oversees the overall project plans and progress in addition to facilitating presentations by various team members.

Any other member responsibilities outside the already stated can be assigned by the team leader.

**Team members:**

**Financial Advisor:** Victor Perry

Manages the budget and keeps track of all monetary contributions and deductions from the project account. Any requests for products or expenditures must be made to the advisor, who is then in charge of examining and analyzing comparable/alternative alternatives. After giving the team the facts, they arrange the selection if the request is approved. These analyses and budget modifications must be documented.

**Lead ECE:** Alana Brandt

They are responsible for the design of the project. The design should meet the established requirements and team decisions. They maintain a line of communication with the Hardware Eng. The communication records should be kept and organized in case they are requested. They keep all design documentation for the record. All the design documentation should be stored in the shared cloud storage and accessible to all members.

**Hardware Eng.:** Hetanshu Patel

They are responsible for searching for hardware, compatibility, and meeting design requirements. They are the bridge between the Lead ECE and the Financial Advisor They will communicate their findings to find agreement on the hardware and discuss with the financial advisor the purchase of components. They will correct the design of the project in case any hardware-related issues arise.

**All Team Members:**

**-** Work on certain tasks of the project

- Buys into the project goals and success

- Delivers on commitments

- Listen and contribute constructively (feedback)

- Be effective in trying to get their ideas across

- Be open-minded

- Respect other's roles and ideas

- Be an ambassador to the outside world in your own tasks

**Communication**

The primary means of contact will be among the group via phone and text message, ideally messaging, as well as through routine team meetings. Email will be used as a backup mode of communication for non-time-sensitive concerns. Accessible cloud storage will be the primary method of file transmission and proliferation for the dissemination of information, including files and presentations.

To communicate and transfer files, each group member needs a functional email. To stay up to speed with group news and updates, members must check the SMS group at least twice every day. It is crucial that each group member constantly checks their email and text group since meeting dates and critical information from the sponsor will also be delivered via email even if members will originally be informed via text message. Messages are expected to be responded to as soon as possible. Emails are expected to be responded to in less than 24 hours.

Any meetings will be announced with at least a 24 hours notice. A minimum of 24 hours before the meeting, a message must be issued to the group informing them of the cancellation. Any team member who will be absent from a meeting must notify the group at least 24 hours in advance. Although not necessary if personal, the reason for the absence will be appreciated. Absences made repeatedly in violation of this agreement won't be tolerated.

**Team Dynamics**

Together, the students will work toward a common goal while allowing one another to express ideas and constructive criticism without fear of mockery or embarrassment. It is expected that any team member who finds a task to be too tough will ask for assistance from their teammates. For the problem to be rectified, any team member who believes they are not being regarded or treated seriously must bring it to the team's notice. We won't let our feelings control what we do. Every action is taken to advance the project, and when everyone works together, we all accomplish more.

**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 a stringent following of the NSPE Engineering Code of Ethics.

**Dress Code**

Unless otherwise specified with advance notice, team meetings will be held in informal clothing. Business casual or formal attire will be used for sponsor meetings and group presentations, depending on the event, as selected by the team.

**Weekly and biweekly Tasks**

All meetings with the team, sponsor, adviser, and teacher will include team members. Group meetings will be every Wednesday from 4:30 up to 6:00 pm. They will be held in person or through zoom depending on need. Adviser and sponsor meetings will be notified in advance. Adviser meetings occur on a biweekly basis. These times will be used to discuss ideas, project progress, budget, conflicts, timeframes, and due dates. During these meetings, tasks will also be assigned to team members. Absences on a regular basis won't be accepted.

**Decision Making**

It is conducted by consensus and the majority of the team members. Purchases should be approved by the majority. Should ethical/moral reasons be cited for dissenting reasons, 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:

* Problem Definition – Define the problem and understand it. Discuss among the

group.

* Tentative Solutions – Brainstorms possible solutions. Discuss among group most plausible.
* Data/History Gathering and Analyses – Gather necessary data required for implementing a Tentative Solution. Re-evaluate Tentative Solution for plausibility and effectiveness.
* Design – Design the Tentative Solution product and construct it. Re-evaluate for plausibility and effectiveness.
* Test and Simulation/Observation – Test design for Tentative Solution and gather data. Re-evaluate for plausibility and effectiveness.
* Final Evaluation – Evaluate the testing phase and determine its level of success. Decide if the design can be improved and if time/budget allows for it.

**Attendance Policy**

All members are expected to attend all group, sponsor, and advisor meetings alongside presentations. Attendance will be recorded through an excel file. A maximum of 3 unexcused absences to any of the previously mentioned events is tolerated. More than 3 unexcused absences will result in a mediation meeting alongside the instructor.

**Conflict Resolution**

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

* Communication of points of interest from both parties which may include a demonstration of active listening by both parties through paraphrasing or other tool acknowledging clear understanding.
* Administration of a vote, if needed, favoring majority rule.
* Team Leader intervention.
* The instructor will facilitate the resolution of conflicts.

Last modified by: Angel Salges 9/15/22 7:05pm

