CODE OF CONDUCT

Purpose

The purpose of this code of conduct is to describe the roles of each team member, and outline group eight’s disciplinary actions.

Roles and Responsibilities

It is each member’s responsibility to meet the requirements of all deliverables and to ensure that all deadlines are met. All assignments will be completed with honesty and integrity in a timely manner.

PSU emails will be checked daily and responded to as necessary. Each member has received proper contact information from the team.

Meetings between members will be on Thursday at specified times. All members will be present at each meeting unless other members have been notified in advanced. Other meeting days are optional and can be scheduled through team consensus.

No team member will be left out of conceptual design and decision making. The decision making process will include: defining the problem, collecting data, analyzing the problem and data, developing solutions, trial and final implementation.

Members have been assigned specific roles as follows:

Coordinator: Ryan Louder – It is the responsibility of the coordinator to delegate tasks accordingly and divide the workload. The coordinator is responsible for communicating with team members accordingly and making sure everything is done in a timely manner.

Secretaries: Carley Boice, Sarah Fournier – The secretaries will be responsible for keeping all records and information gathered by other team members. It is the responsibility of the secretaries to remind other members of deadlines and status reports.

Shapers: Donald Brooks, Matthew Weis – It is the responsibility of the shapers to order all necessary parts required to build the final product and maintain the team’s focus and direction while designing and manufacturing the product.

Discipline

All conflicts between team members will first try to be resolved by those team members. If the conflict continues, the team coordinator will make every effort to resolve the problem. If the conflict still remains, it will be brought to the instructor’s attention.

Open communication will be maintained to ensure that all deadlines are met accordingly regardless of who takes on the workload.
Behavior Qualifying for Informal Disciplinary Action:
- Unexcused absences
- Disrespect of team members
- Failure to meet deadlines
- Unauthorized release of information

Informal Disciplinary Procedures:
1. Verbal Correction or Email
2. Team Confrontation
3. Documentation
4. Instructor Involvement

Members’ Information and Signatures

Ryan Louder
dbl5187@psu.edu

Donald Brooks
djb5994@psu.edu

Matthew Weis
mrw5475@psu.edu

Carley Boice
csb5361@psu.edu

Sarah Fournier
sah14@psu.edu