Memorandum

To: Dr. Eck Doerry

CC: Dr. James D. Palmer

From: Team Zebata

Date: 1/26/2012

Re: Team Bylaws/Standards

1. Roles
	1. Leader – Michael Brooks
	2. Communicator – Owain Moss
	3. Recorder – Kyoko Makino
	4. Facilitator- Jonah Hirsch, Eddie Hillenbrand
2. Meeting

2.1 Weekly meeting time: Tuesday: 11:30-2:30, Thursday: 11:30-12:30, Friday 8:00-9:00

2.2 Standard agenda:

 a) Going over issues to discuss.

 b) Q&A.

 c) Decision making if applicable.

Confidential

 d) Implementation/Documentation

 e) Syncing with repo

 2.3 Decision Strategy- unanimous agreement and/or simple majority vote.

 2.4 Minutes- meeting minutes will be distributed as soon as meetings are finished. They will be distributed via email, website posting, and repository whichever is applicable.

 2.5 Attendance Rules- All meetings are mandatory to attend.

 2.6 Conflict Resolution Strategy- Conflicts are resolved simply by taking over them.

1. Document Standards

3.1 Word Processor Version- Windows Word will be used. All members can contribute by emailing their inputs or pushing text files to our repository. All changes will be incorporated by Recorder.

3.2 Coordination- Leader, Communicator, and Recorder will cooperate together on this matter to make sure that member’s contributions are properly reflected.

3.3 Version Control- We will be using github as our repository. Each team member will maintain local copy and make changes to code and text to local files. Upon pushing changes to github repository, the dashboard will display when and by whom the changes were made. We will keep track of our working hours by Google doc spreadsheet.

3.4 Format- Reporting formats we use will include but not limited to memorandum, weekly report, and report document. The font is Times New Roman, font size is 12, and we will utilize windows templates and word features to structure page numbering, cover page, and table of contents.

3.5 Review Process- Individual components are delivered to coordinator four days before milestone is due (drafts, final report, etc.). The draft will be available for team review by at least two days before the draft is due. It will be sent to all team members via email and each team member can add final inputs then. The coordinator will incorporate the changes a day before the draft is due.

1. Self-Evaluation

4.1 When- Self-evaluation will be done every two week intervals.

4.2 How- These reviews will take the form of informal discussion among team members.

1. Standards for Behavior/Cooperation

5.1 Design changes- Prior to make design changes, those needs to be discussed among team members and must be agreed by unanimously or majority vote.

5.2 Meeting Behavior- Everyone’s inputs must be recognized in a well behaved manner.