

Bylaws for Team TerraUser

The Web-based User Management Project

*Michelle Harr
Naoko Tsunekawa
Daniel Wallace*

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<u>ABSTRACT</u>	<u>2</u>
<u>ARTICLE I. NAME, WEBSITE, PURPOSE, GOALS</u>	<u>3</u>
<u>SECTION 1. NAME</u>	<u>3</u>
<u>SECTION 2. WEBSITE</u>	<u>3</u>
<u>SECTION 3. PURPOSE AND GOALS</u>	<u>3</u>
<u>ARTICLE II. ROLES</u>	<u>3</u>
<u>SECTION 1. ROLES</u>	<u>3</u>
<u>ARTICLE III. MEETINGS</u>	<u>4</u>
<u>SECTION 1. MEETINGS</u>	<u>4</u>
<u>ARTICLE IV. DOCUMENT STANDARDS</u>	<u>5</u>
<u>SECTION 1. DOCUMENT STANDARDS</u>	<u>5</u>
<u>ARTICLE V. SELF EVALUATION METHOD</u>	<u>6</u>
<u>SECTION 1. SELF EVALUATION METHOD</u>	<u>6</u>
<u>ARTICLE VI. STANDARDS FOR BEHAVIOR/COOPERATION</u>	<u>7</u>
<u>SECTION 1. STANDARDS FOR BEHAVIOR</u>	<u>7</u>

These bylaws are a framework that helps us to define boundaries, set goals and have an outline for what is expected. These bylaws set forth in detail the policies and procedures our team will follow throughout the project to conduct business in an efficient and effective manner. Contained in these guidelines/standards is specific information on the following topics: roles, meetings, document standards, evaluation methods, and standards for behavior and cooperation.

ARTICLE I. NAME, WEBSITE, PURPOSE, GOALS

Section 1. Name

The name of this group shall be “TerraUser” the Web-based User Management Project sponsored by USGS.

Section 2. Website

Go to <http://www.cet.nau.edu/~dw2/terrauser/> to access our current project website. The website will contain information on the project and about team.

Websites functions include:

- A way to provide information to interested parties (i.e. faculty and students of CET).
- A way to communicate with our sponsor

Section 3. Purpose and goals

TerraUser is an educational team whose mission is to create a web-based driven user management package for use by the US Geological Survey (USGS) as part of a Computer Science and Engineering Capstone project. We hope to generate a real-world package that will assure customer satisfaction along with a hands-on educational opportunity.

ARTICLE II. ROLES

This section defines the assignment of roles to particular individuals as well as a clear definition of what each role involves. Roles include, but are not limited to:

Section 1. Roles

- Leader* – Michelle – The person who coordinates and runs meetings.
- Website Coordinator* – Daniel – The Person who is in charge of the design and maintenance of the groups website.
- Communicator* – Michelle –The person who is responsible for all communications between the team and outside entities.
- Recorder* – Naoko – The person who keeps and distributes detailed notes of all meetings and maintains the team notebook.
- Document Coordinator* – Naoko – The person who gathers all the necessary information form team members and organizes them in to a neatly formatted document.
- Facilitator* – Daniel – Person who acts in a neutral role to help resolve disputes. The facilitator should also help ensure sound meeting structure (e.g., only one person talks at a time, etc.).

This section describes when and where meetings will occur and establishes a standard agenda for all meetings. Guidelines include, but are not limited to:

Section 1. Meetings

- A. Weekly time for all outside meetings – Everyone must be available. For the Fall 2001 semester our group will have weekly status meetings on Thursdays at 2:00 PM. If extra meetings are required, they will be scheduled at the regular meetings by any individuals and will be announced in the minutes.
- B. Standard agenda – agenda items as follows:
 - Project Status
 - Assignments / Action items for the week
 - Deadlines
 - Review documentations
 - Goals
 - Evaluations
 - Other issues to be discussed
- C. Decision Strategy – Decision will be made in a following process:
 - 1. Group member makes motion
 - 2. Discussion on item
 - 3. Majority vote
- D. Minutes – Minutes will be recorded by secretary and distributed via e-mail no later than 48 hours after the meeting.
- E. Attendance Rules – If a team member is going to be absent or late for a meeting they must notify other group members through e-mail or the telephone. Team members are expected to show up to all regularly scheduled meetings. Group members may not miss more than three meetings. Consequences for missing a meeting will be determined by the group at the meeting the person has missed. Possible actions for missing meetings include: hard tasks on a project and contacting other individual members to find out missed information.
- F. Conflict Resolution Strategy – Strategy must take place in the following situations: divided team, nonparticipating members, team members who change the design without team consent, etc. Process is as follows:
 - 1. Try to communicate with the member who is creating interpersonal disputes
 - 2. Communicate with Facilitator
 - 3. Set group meeting(s) with manager

ARTICLE IV. DOCUMENT STANDARDS

This section describes how team documents will be handled. Guidelines include, but are not limited to:

Section 1. Document Standards

- A. Word Processor Version – Microsoft Word 2000 will be used to write documents. When posted on the web, they will be converted to PDF format. Code standards addressed elsewhere.
- B. Coordination – Team Document Coordinator will be responsible for pulling together individual efforts into a team document.
- C. Version Control – At the current time, we are not ready to use version control. For now we will track updates and changes through e-mail communication. When we have a development environment and group workspace setup, we will tentatively use RCS. Amendment to bylaws will be made to reflect this. To keep track of documents, the track changes feature should be turned on, and all the documentation must be saved with updated numbers.
- D. Format – General look and feel for all team documents. This includes:
 - Structure: We will have a document template that we will follow
 - Font style: Arial
 - Font size: 12
 - Page numbering: Yes, on most documents
 - Cover page: Yes, on all major documents
 - Table of contents: Yes, included in all relevant documents
 - Format: All of the above will be followed using a group document template
- E. Review Process – All document drafts must be completed in time for a team review before the final versions are submitted. Documents must be reviewed and approved by all individuals before submissions. Individual components must be delivered to the coordinator at least a week in advance of the due date. The team will then review and finalize the compiled document.

ARTICLE V. SELF EVALUATION METHOD

This section describes how the team will periodically assess its efficiency, effectiveness and progress. Guidelines include, but are not limited to:

Section 1. Self Evaluation Method

- A. When – A self-evaluation will be conducted at the meeting following a major assignment deadline.
- B. Why – Self-evaluation allows us to reflect upon and examine our work.
 - What were our goals going into the project?
 - Did the work move us toward these goals?
 - Did our goals change during this experience?
 - How can we improve the process for next time?
- C. How – These reviews take the form of informal discussions during team meetings. We will write up a brief summary of: areas examined, problems identified, and steps taken/planned to correct the problems. Evaluation will be typed and posted on the team website.
- D. Individual Reviews – Individual reviews must be done each semester by all group members to evaluate individual performances in order to improve our teamwork.

ARTICLE VI. STANDARDS FOR BEHAVIOR/COOPERATION

The section addresses the expected behavior of team members involved in the project. Guidelines include, but are not limited to:

Section 1. Standards for Behavior

A. Design Changes

- I. For *major design changes* to be made, they need to be discussed, debated and voted on by the group.
- II. A team member can make *minor design changes* for the project component they are working on as long as they inform the other group members of the changes at meetings or by e-mails. This is assuming that the changes will not have any major impact on the other group member's work.

B. Meeting Behavior

- I. Minimal side talk during meetings – If discussion gets off of track members will be asked to refocus and get back on topic. Any team member who notices this happening will be responsible for redirecting the discussion. If side talk becomes a problem an amendment to these bylaws will be added.
- II. Talking out of turn is unacceptable – Group members will respect other team members and listen to ideas presented. Each group member will receive the opportunity to give input and voice opinions during meetings.
- III. Being recognized to speak – Each group member will have the opportunity, if desired, to contribute to the conversation. With three group members we do not see this as a major problem. If people are not being recognized to speak, we will add an amendment to the bylaws at that time to address the issue.
- IV. Punctuality – Team members are expected to show up to scheduled events on time, if something happens they are expected to notify other group members through e-mail or a phone call. If they are extremely late, the group will find a way for the late individual to make up the extra time.