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Team Members and Titles

1. Alan Kinnaman – Team Leader
2. Bill Okyere – Secretary
3. Tom Hamilton – Treasurer
4. Robert Napper – Communications Coordinator
5. Kevin Harkins – Deliverables Coordinator

Roles

Each individual will be required to fulfill the following responsibilities:

1. Alan Kinnaman
 - 1.1 Have an agenda for every meeting.
 - 1.1.1 Review schedule
 - 1.1.2 Updates of status of project/assignments
 - 1.1.3 Delegate other responsibilities
 - 1.1.4 Other business
 - 1.2 Keep meetings on track.
 - 1.3 Set meeting times.
 - 1.4 Take pictures
2. Bill Okyer
 - 2.1 Keep meeting minutes
 - 2.2 Distribute minutes to team members after a meeting
 - 2.3 Keep team notebook
3. Tom Hamilton
 - 3.1 Receipt, safekeeping and disbursement of team funds
 - 3.2 Finance records
 - 3.3 Budget reports
 - 3.4 Transactions of goods and services
 - 3.5 Help with project web site
4. Robert Napper
 - 4.1 Sponsor liaison
 - 4.2 Faculty advisor Liaison (is this Bill??)
 - 4.3 Maintains project schedule
 - 4.4 Coordinate communications
 - 4.4.1 E-mail
 - 4.4.2 Fax
 - 4.4.3 Mail
 - 4.4.4 Telephone

5. Kevin Harkins

- 5.1 Coordinate presentation
- 5.2 Edit and coordinate all important documents
 - 5.2.1 Status Report
 - 5.2.2 Proposal
 - 5.2.3 Final Report
 - 5.2.4 Others????
- 5.3 Help with project web site

Backup Roles:

Special regulations must be set up in case a team member is absent for a short or long period of time. In the event a team member must be absent from a meeting, that team members responsibilities will fall on the next person in the incrementing order given above. If a team member must be absent for an extended period of time, his responsibilities will be redistributed amongst the rest of the team.

Procedures:

Meetings

Meetings are held at times that are suitable for all team members. Minutes are held by the secretary, and are dispersed through e-mail or the project web site to all the members of the team.

Web Page

All project content should be available from the project web site. Some content will be available to all visitors of the web site, while some content will only be available from team members. (do we need to clarify which content goes where??)

Personal Conflicts

Personal conflicts should be addressed with the aid of the team leader to mediate. If the specific conflict is with the team leader, any other team member should mediate in the team leaders place. Individuals who do not perform as expected should be handled in a similar way.

Decisions

In the decision making process, all options should be talked about in a timely manner. Team decisions will be made based upon a majority 4/5ths majority vote.

I have read, understand, and agree to comply with these team bylaws.

Signature: _____ Date: _____
Alan Kinnaman

Signature: _____ Date: _____
Tom Hamilton

Signature: _____ Date: _____
Bill Okyere

Signature: _____ Date: _____
Robert Napper

Signature: _____ Date: _____
Kevin Harkins