
MEMORANDUM

TO: KYLE WINFREE
FROM: INSTRUMENTED BIKES TEAM 1
SUBJECT: BYLAWS MEMO
DATE: OCTOBER 17, 2017

Introduction

This memo will outline the bylaws for our Instrumented Bicycle Project. It will discuss team member's roles and responsibilities as well as rules that we came up with to keep our project running smooth. This document can and will be changed if the team needs to.

Team Members

Robert Briggs – rmb382@nau.edu
Junting Chen - jc3568@nau.edu
Hao Wang - hw328@nau.edu
Hongpan (Cooper) Wu - hw327@nau.edu

Responsibilities

Faculty Technical Advisor: Chun-Hsing Jun Ho – He is an assistant professor at NAU. We will be meeting with him frequently to make sure everything is on track and his requirements are met.

Team Leader: Robert – The leader will ensure that all members are contributing and also manage all the tasks. He will also designate team members to create agendas for each meeting.

Secretary: Cooper – The secretary will make sure everyone knows what they are doing and are on the same page. He will also manage all team communication with outside people. Cooper will provide assistance to Robert, the leader.

Treasurer: Cooper – The treasurer will manage the project's money by making a budget. He will also oversee any purchases by coordinating with Hao.

Sponsor Liaison: Cooper – this liaison will communicate with our advisor, Chun-Hsing Jun Ho. He will make sure that the team has their questions answered correctly by our client and deliver status reports to ensure that we are on track.

Website Coordinator: Junting – Our website coordinator will develop our team’s website and make sure that appropriate information is available online.

Scheduling Coordinator: Robert – This coordinator will manage short-term and long-term scheduling including meeting times, deadlines, and the project timeline. He will also contact members to make sure everyone knows where and when the team is meeting.

Vendor Liaison/Buyer: Hao – The buyer will oversee all purchases needed to complete the project. Our project is unique in that, all of our parts are already provided by our sponsor. However, if more products are needed, Hao will be responsible for purchasing these parts.

Document Coordinator: Robert – The document coordinator will proofread and revise documents before they are submitted. He will make sure that documents have a cohesive flow and are complete.

Minutes Recorder: Junting – The recorder will keep logs of each meeting to keep track of progress and allow all members to be on the same page. These logs will be uploaded to our group folder so we can all access them.

Procedures

1. We will have weekly meetings (Thursdays 4-630pm and additional if needed). Meetings will be where we delegate tasks to team members as well as review work for the previous week.
2. If a team member will not be able to make it to a meeting, they must tell other members as soon as possible. They must also read the minutes (summary) to catch up.
3. If someone can’t complete a task, they must tell the team beforehand so that other team members can make up the work. Individual members should finish their own work first and then help other members.
4. Leader will be responsible for resolving conflicts between team members.
5. Decisions will be made by majority. There are 4 team members so in the event of a tie, the leader will make the call.
6. In order to communicate, we will be using e-mail, WeChat, and Google Drive.

Conclusion

These guidelines outline how the team will be structured. These rules and responsibilities are allowed to be edited in order to improve efficiency.