



**NORTHERN ARIZONA  
UNIVERSITY**

*College of Engineering, Forestry & Natural Sciences*

**To:** Professor Razi  
EOD ROBOT #1, Fahad Almaraghi, Chaoju wang, Yuting Zhang, Hanxiao  
**From:** Lu, Qiyuan Huang  
**Date:** September 18th , 2017  
**Subject:** Team By-Laws

---

Below you will find the roles assigned to individual team members, the memo is formatted as such; roles of each team member and minor description of job. Second section contains Bylaws.

**Team meeting times:**

Wednesdays 4:30

Sundays (online) or EGR BLDG 1pm

**Roles:**

- **Team Representative/Sponsor Liaison**

Assigned to:Chaoju Wang

Job Requirements:

1. Represent the team when needed
2. Team Spokesperson
3. Meet with sponsor
4. Deals with sponsor

- **Treasurer/Vendor liaison buyer**

Assigned to: Yuting Zhang

Job Requirements:

1. Create & Manage Budget
2. Purchase Materials
3. Manage Funds

- **Scheduling/Document/Meeting Coordinator**

Assigned to: Fahad Almaraghi

Job Requirements:

1. Set Meeting times
2. Manage minutes and logs
3. Manage Documentation
4. Set agenda for meetings

- **Presentation Coordinator/faculty technical advisor Liaison**

Assigned to: Hanxiao Lu

Job Requirements:

1. Manage Presentations
2. Lead Presentations
3. Meet with Tech advisor if needed

## **Bylaws:**

- How meetings are run:
  - Meetings are set and announced via discord, what we are working on is also posted on our discord server. When the team meets we proceed onto

working ,and then a discussion of future meeting material would take place.

- How the team handles low Performance
  - Low performance will be handled as such; talks will be held at group meetings to discuss the failures of a group member. After discussing the matter over the course of three meetings the group will decide on a verdict. After a verdict has been reached the Professor in charge of the capstone class will be notified.
- How no-shows will be handled
  - If a person is to be absent from a meeting, then the person should inform the team through discord, and the workload would be distribution would be re-discussed and the absent person would later on take the appropriate payload.
- How personal conflicts will be resolved
  - Personal conflicts will be resolved through talks over the matter in debate, a vote will be taken to determine what will happen next. Refer to “how decisions are made section in case of a tie”.
- How decisions are made:
  - A vote will take place to decide what to do, incase of a tie, flip coin ( let fate decide)
- records/emails.correspondence how are they kept?
  - Our primary method of communication is the app “Discord”. We have a server up and running. All of our discussions and documentation is saved on there for future use.Discord is also the platform in which we do our online meetings.