Cave Climate Monitor

Team By-Laws

Members: Jason Damp, Taylor Begay, Cheng Wang, Yang Du
Client: Tim Titus, USGS

Team Leadership
Team leadership will not be a set role among members and is subject to change as tasks and assignments come and go.

Team Treasurer
Again, the team treasurer will change as our project advances and progresses through the stages of design. Each person will be responsible for knowing where our group stands on budget and when the team places an order.

Sponsor Liaison
As I am sure we all have engineering specialties, each member will have a specialty and be responsible for discussing their specialty or assigned tasks with the client.

Scheduling
The members of our team have decided that our scheduling will be based around our busy schedules and will be on a case by case basis. Our scheduled lab period will most likely be our weekly team-meeting as we are all in the same lab section.

Meeting Structure
Each member of our team will be responsible for a log book of all meeting notes, tasks, design changes, client comments, etc. The members of our team discussed possibly using Discord(for group calls) in combination with Slack. Our meetings should discuss any old business from the previous week as well as any new business for the up and coming weeks.

Performance
Everyone understands that everyone else have busy schedules, but repeated failure to make deadlines and accomplish tasks will be brought to the attention of the GTAs or the professor.

Absences
How we handle absences and tardiness will be decided on a case by case basis.

Conflict

We are adults, verbal conflicts will be handled civilly and in a professional manner. If necessary the involvement of the GTA or professor will be requested.

Decision Making

Majority rules, but in the case of a tie, the group will sit down and weigh the pros and cons of each decision.

Records

Each member will be expected to maintain a log book that will be used throughout the design process. The log book should be used to keep meeting notes, client comments, group decisions, design changes, etc.

Task assignment

As the project progresses, the members of the group will settle into our roles and the assignment of tasks can be a case by case basis depending on schedule, experience/knowledge of the task, and any other factors that may need to be considered.