MEMO

To: Kyle Winfree

From: Yawen Peng, Cheng Che, Zhengjie Xuan

Date: October 11, 2019

Re: Team By-Laws

Faculty Technical Consultant(s): Doan Nguyen

Team Leader: Yawen Peng

Team Treasurer: Cheng Che

Sponsor Liaison: Zhengjie Xuan

Scheduling Coordinator: Zhengjie Xuan

Faculty technical advisor liaison: Yawen Peng

Project web site coordinator: Cheng Che

Scheduling coordinator: Zhengjie Xuan

Vendor liaison/buyer: Zhengjie Xuan

Document coordinator: Cheng Che

Presentation coordinator: Cheng Che

Who sets times/agendas and notifies team members of meetings and work sessions:

Yawen Peng

Who keeps minutes of team meetings and meetings with sponsors/faculty/vendors/etc.: Yawen Peng

Who logs and takes notes for team phone calls:

Yawen Peng

How will meetings be run, and how will minutes be kept and distributed?
Meetings will be run informally and by using google drive and slack group to keep track of minutes and information that we talk about.

How will the team handle non-performers?

We will handle non-performers by keeping in contact with them and bringing up the issue. For the first time, we will handle it informally. The second time or more we will document the non-performers and keep track.

How will the team handle team meeting absences or tardiness?

We will handle the team meeting absence and tardiness by keeping track of who is present and keeping documentation. Noting whether or note we have to address the situation.

How will the team address personal conflicts?

We will address conflicts by handling them informally and then addressing it to the team if it is still not solved. As a last resort, we will communicate with the professor.

How will decisions be made?

Depending on what we are deciding on, we will decide using different tools such as a pairwise matrix, decision matrix or even majority vote.

How will the team keep records?

Our team will keep records by taking notes on google drive for each other to see. Sharing the google doc with every teammate and the GTA and professor.

How will tasks be divided between the group?

By deciding on our own strengths and weaknesses we will be able to divide the group work depending on what we find our strengths to be.