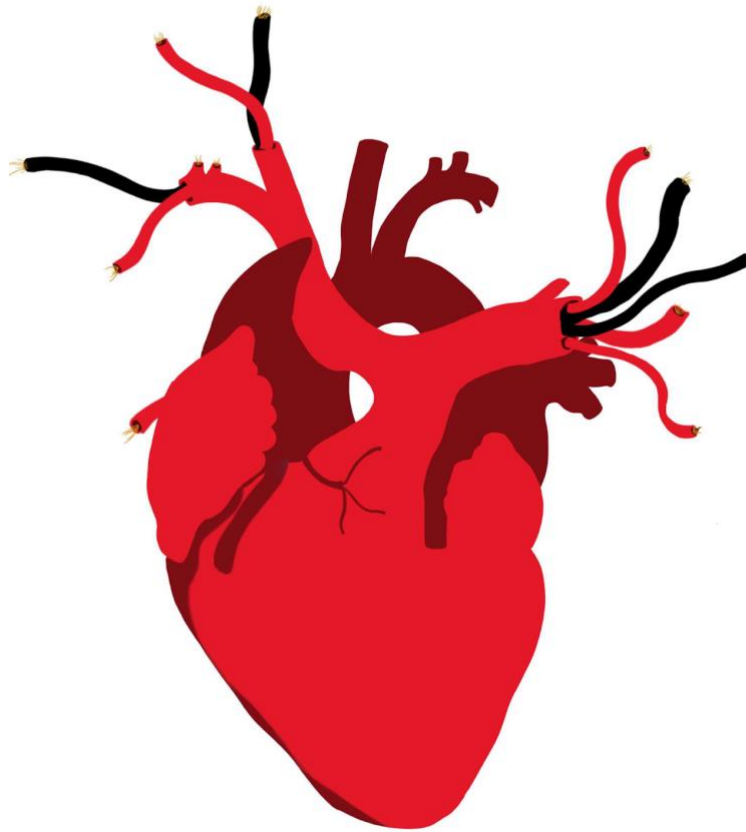


Heart Bytes



Team Document 1: Team By-Laws

2/17/2022

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Abdulrahman Aziz - aaa797@nau.edu

- Team Roles

- Eisa Alyaseen: Treasurer, Vendor Liaison/Buyer, and Presentation Coordinator
 - Eisa is responsible for emailing vendors the specific items that need to be bought and communicating with the vendor to make sure the right item is ordered.
 - He is responsible for keeping records of the prices of items bought and the budget of the project.
 - He is also responsible for organizing presentations and making sure that all slides of a presentation are in order and up to the expected quality.
- Alex Anderson: Team Leader, Faculty Technical Advisor Liaison, Scheduling Coordinator, and in charge of logging and taking notes of meetings
 - Alex is responsible for scheduling team meetings; this includes the time and location where the meeting will take place. He will also take notes of the meeting and will post the notes for the other team members.
 - He is also responsible for editing and submitting team deliverables.
 - His final responsibility is to be the middleman between the faculty advisor at Northern Arizona University and the team members.
- Abdulrahman Aziz: Secretary, Client Liaison, website coordinator, and document coordinator
 - Aziz is responsible for maintaining contact with the client and is responsible for the communication of any updates to the client.
 - He is responsible for making sure that the website remains updated with the latest tasks completed.
 - He is also responsible for making sure that all team documents remain updated following a task's completion.

- Procedures

- Team Meetings
 - Team meetings will be held on a weekly basis and each meeting will last for at least half an hour. The day of the week and exact time of the meetings will be discussed at a later time. All team meetings shall be run civilly. When any conflicts come up within the group, the group the group will follow the procedures laid out in the Conflict Resolution Plan document. The duration of meetings, in minutes, will be tracked by Alex Anderson using a stopwatch application on his smartphone.
- Important Decisions
 - All decisions made by the group shall be made with a majority vote by all members. Since this team has 3 members, ties should not be an issue. If a

The team member is not present when a vote is taken, the vote will be put off until the input of the absent member can be taken.

- Team Communication
 - The primary methods of correspondence for this team will be through Discord or over text messages. These messages will be saved in the application they were sent for future reference. The team will also use Microsoft Teams to communicate with the mechanical engineering team members.

Eisa Alyaseen

X Eisa

Date: Feb. 17, 2022

Alex Anderson

X ~~alex~~

Date: 2/17/22

Abdulrahman Aziz

X Aziz

Date: 2/17/2022