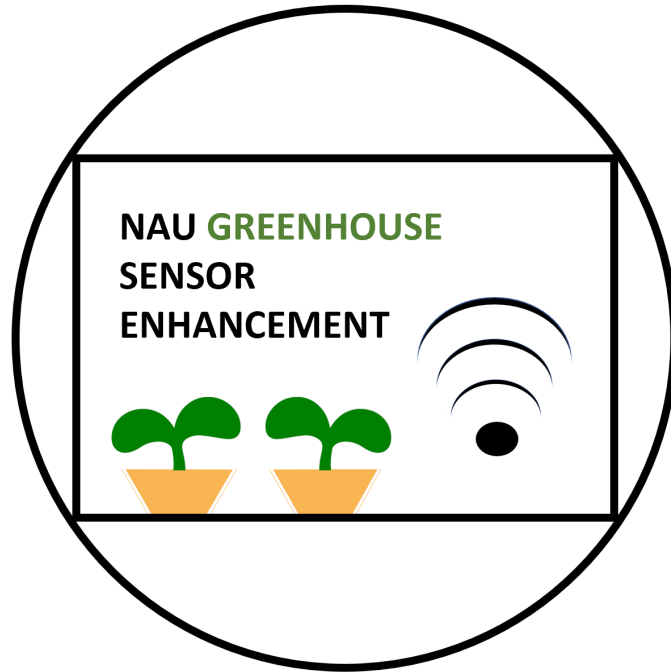


# 2021-2022 Capstone in Electrical Engineering: NAU Teaching Greenhouse



## BYLAWS

September 22, 2021

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Alexia Risley - [acr324@nau.edu](mailto:acr324@nau.edu)

## Greenhouse Capstone Team Bylaws

### Responsibilities

- Team Leader (Ruopeng Jia)
  - The team leader shall be responsible for:
    - Ensuring that project milestone deadlines are met
    - Jointly with the secretary, recording attendance and other personnel issues
    - Aiding in efficient and clear communication throughout meetings
    - Rectifying any conflict that occurred between members or client
- Secretary (Alexia Risley)
  - The secretary shall be responsible for:
    - Setting team meeting agendas
    - Taking and keeping minutes for team meetings other than work sessions
    - Logging and taking notes for team phone calls
    - Jointly with the team leader, tracking attendance and other personnel issues
    - Keeping a meticulous record of team documents
    - Assigning credit to team members who perform certain tasks
- Treasurer (Jiaxin Liu)
  - The treasurer shall be responsible for:
    - Tracking team expenditures and budget
    - Retaining all receipts and other paperwork related to
    - Regularly informing other team members of the state of the budget
    - Ensuring that funds are spent appropriately and for the most needed equipment
- Client Liaison (Alexia Risley)
  - The client liaison shall be responsible for:
    - Setting meeting times with the client
    - Ensuring timely and effective communication between the team and client so that all parties have accurate information as to project progress and requirements
- Faculty Technical Advisor Liaison (Alexia Risley)
  - The faculty technical advisor shall be responsible for:
    - Requesting technical assistance from faculty members as necessary
    - Setting meetings and communicating with any assisting faculty
- Project Website Coordinator (Emilia Connelly)
  - The project website coordinator shall be responsible for:
    - Collecting text, images, and other material to be displayed on the team website from all team members

- Constructing and maintaining the team informational website (as opposed to any operational web components delivered to the client)
  - Scheduling Coordinator (Ruopeng Jia)
    - The scheduling coordinator shall be responsible for:
      - Scheduling team meetings and whole-team work sessions according to member availability
      - Ensuring that members are informed of meetings in a timely manner
  - Vendor Liaison/Buyer (Emilia Connelly)
    - The vendor liaison/buyer shall be responsible for:
      - Collecting purchase requests from all team members
      - Promptly submitting completed purchase requests to R. Severinghaus for approval
      - Transmitting all purchase requests to the treasurer
  - Document Coordinators (Jiaxin Liu and Ruopeng Jia)
    - The document coordinator shall be responsible for:
      - Collecting text and images for reports and other documents from other members in a timely manner
  - Presentation Coordinator (Alexia Risley)
    - The presentation coordinator shall be responsible for:
      - Collecting text and images from other team members to be displayed in presentations to clients and classmates
      - Creating any necessary slide shows, presentation videos, or similar materials

## Procedures

- Team Meetings
  - The entire team shall meet at least once a week. Unless otherwise agreed by all team members, this meeting shall be in the Engineering building, immediately after the Friday client meeting..
  - If unable to attend the meeting due to illness or other circumstances, a team member shall notify the entire team and Masha Keshavarz by email, and give a thorough explanation of why that member cannot attend the meeting. Such notification shall be made at least two hours before the scheduled meeting start time, or as soon as possible in case of dire emergency.
  - The time durations, locations, and members present should be logged at each meetup, in order to maintain an accurate record of our work. We should list what our agenda was, and if we fulfilled those requirements for the meeting.

- External Communications
  - The entire team shall be CC'd on all emails to a client, vendor, or other non-team member. EXCEPTION: emails for the purpose of reporting misconduct or extremely poor performance may, if necessary, be hidden from the problem individual.
  
- Decisions
  - Major design decisions:
    - All team members must be involved in discussion in order to approve a major design decision. Major design decisions shall then be automatically approved by the agreement of at least three team members.
    - Major design decisions may alternatively be approved by two team members and a qualified external arbitrator as described in the External Arbitration section of this document.
    - Major design decisions are decisions that significantly affect the work of all team members, such as:
      - System architecture decisions
      - Major equipment purchases (\$10 or more excluding shipping)
  - Minor design decisions
    - Shall be automatically approved by the agreement of the majority of team members affected. Only those members whose work is directly affected are required to be involved in discussion of minor decisions.
    - In the event that affected members cannot agree, the rest of the team shall arbitrate. If agreement is still not reached, external arbitration shall be sought.
  - Implementation decisions:
    - Implementation decisions are decisions that affect only a small part of the overall project. These decisions do not affect how any part interacts with any other.
    - Implementation decisions will be made at the sole discretion of the member or members working on the affected part.
  
- External Arbitration
  - External arbitrators shall be mutually selected by the team members in disagreement.
  - The Faculty Technical Advisor Liaison shall be responsible for contacting a potential external arbitrator to request assistance.
  - External arbitrators shall be NAU faculty members or teaching assistants.
  - External arbitrators shall not be informed of which team members are on which side of the dispute until after a decision has been reached.

- Changes
  - Team member positions and duties may be changed with the consent of all team members.
  - In case of gross misconduct or poor performance, a team member may be involuntarily removed from any or all their responsibilities by the other three.
  - Any provision of the four Forming Documents (Bylaws, Standards, Inventory, and Conflict Resolution Plan) may be changed with the consent of all team members.
  - All changes to any Forming Document shall be logged in that document's Changelog section. At minimum, each changelog entry shall contain the date and description of the change. Changelog entries may also contain the reason for the change if necessary.

### Approval

By signing below, all team members agree to follow the bylaws and procedures as set out in the Bylaws and other Forming Documents.

Emilia Connelly Emilia Connelly 9/22/21

Ruopeng Jia Ruopeng Jia 9/22/21

Jiaxin Liu Jiaxin Liu 9/22/21

Alexia Risley Alexia Risley 9/22/21

### Changelog

22 September 2021: Approved.