This document describes the structure for the teams and project as a whole based on the document from Professor Nanovich.

Each team needs a team organizer and the project needs a Project organizer and a treasurer. The duties are discussed below.

All positions will be assigned before the end of the fall semester, under review if the teams change.

1. **Project Organizer:**
   a. Create and organize the project website
   b. Decide which project management software to implement (i.e. Microsoft Projects etc.)
   c. Organize weekly meetings with all Team Organizers and the Project Treasurer on Sundays
   d. Facilitate weekly meetings which entail:
      i. Facilitate the establishment of technical goals for each team for the next week and compare and reassess the goals with the overall project timeline
      ii. Review the previous week's goals for completeness, and identify areas of weakness so as to not repeat again
      iii. Listen to and mediate team issues
   e. Contract specific people within the group to do project level tasks not assigned in this document (i.e. presenters etc.)

2. **Team Organizer.**
   a. A team organizer would be responsible for attending weekly meetings with the Project Organizer and the other Team Organizers to
      i. Give status updates on the teams progress.
      ii. Convey any concerns anyone in the group has with the project
      iii. Highlight any problems the team will face that week (i.e. personal interviews or other schedule conflicts)
   b. Outside of the weekly meetings:
      i. During the last week of school, schedule a meeting with the team to talk about ideas on what the team can accomplish
      ii. Attend a meeting with other Team Organizers and Project Organizer before the end of the fall semester to decide what each group will be doing technically
iii. Organize the formation of each individual team’s portion of the Preliminary Design Review (start over the winter break)
   c. Handle inter-team Problems

3. Treasurer
   a. Handle the funds assigned by Lafayette College
   b. Create a Budget for the Project
   c. Create a system of work orders to facilitate buying of necessities
   d. Give weekly reports
   e. take notes at the weekly meetings