Team Leads: (This has changed as of ME 493)

* Team Manager: Alex
  + Responsible for ensuring communication between sub-teams and coordinating team efforts.
* **Financial Officer: Chris**
  + Responsible for organization and documentation of expenses, quotes, requests for funds, as well as matching funds.
* Safety officer: Weldon
  + Responsible for ensuring all team members are abiding by relevant safety measures and PSU safety policy.
* **Solid Modeling Lead: Alex**
  + Responsible for delegation, coordination, and approval of solid-modeling related tasks.
* Documentation Lead: Chris
  + Responsible for delegation, coordination, and organization of documentation efforts, delegation of research.
* **FEA Lead: Neil**
  + Responsible for delegation, coordination, and approval of FEA-related tasks.
* **Design Lead: Alex**
  + Responsible for delegation, coordination, and approval of design tasks. Responsible for communicating current design objectives to team.
* PSAS Liaison: Chris, Alex, Francesca
  + Responsible for maintaining an active line of communication between the team and relevant PSAS parties.
* **Manufacturing Lead: Francesca**
  + Responsible for coordinating and delegating layup and molding tasks. Responsible for communication with manufacturing vendors.
* Materials Lead: Chris
  + Responsible for material selection and communication with vendors. Responsible for keeping stock of layup materials.
* **Testing Lead: Russell** 
  + Responsible for designing, coordinating and logging all tests, and ensuring that test procedures are followed.
* All Leads:
  + Responsible for communicating their current status and objectives to the team manager as needed. Responsible for communicating any resource use/requests and expenditures to the Financial Officer in a timely manner.

Sub-Teams and tasks

* Solid Modeling: Alex, Russell, Francesca
  + End caps
* Dimensioning and Tolerancing: Chris, Weldon
  + Tolerancing on anything we need machined
* Documentation: Francesca, Chris
  + Meeting notes
  + Upkeep of google drive and github
  + Compilation and presentation of DATA collected
* FE Thermal Analysis: Neil, Francesca, Alex, Weldon?
  + Aluminum ring heat transfer analysis (heating/cooling processes)
  + Carbon fiber heat transfer analysis (heating/cooling processes)
  + Combined interface heat transfer analysis
  + Repeat with pressure loading
* Vendor point of contact (material selection, accounting): Alex, Neil, Chris, Francesca
* Layup Manufacturing: Alex, Neil, Chris, Weldon, Francesca, Russell
* Experimental design: ​Alex,​ ​Neil,​ ​Chris,​ ​Weldon,​ ​Francesca,​ ​Russell
* Safety: Alex, Neil, Chris, Weldon, Francesca, Russell