**Bylaws**

**Place and time to meet outside of class:**

Library? - we’d need to book a study room because of noise concerns

Online collaboration - Google Docs

ECS group study rooms (2nd floor)

**Attendance:**

Must be regular.

Incase you don’t/can’t show up, let another group member know via email or text or some form of communication.

**Procedures in case of absence:**

Note it down

Update them about what was done

Let them know how they could contribute

Adjust the timeline if required

\*I know this sounds harsh, but I’m sure we could adjust according to each other’s needs!\*

**Procedures in case of team problems:**

In case of team problems, take a group vote to resolve an issue. If the issue is still unresolved, either look for someone outside of the group (e.g. Monika) to help mediate the issue, or take a break and come back to it later.