**Fast 3 Bylaws**

# Mission:

The mission of the Fast 3 is to create and awesome database for use at a hypothetical car dealership called the Fast3 dealership. The database will be used to manage all of the information related to the company. The information includes, but is not limited to, employee information, inventory, service orders, locations, and sales.

# Section 1—Name

1. This organization shall be known as Project Fast 3 Database.

# Section 2—Membership

A. Members of the team include: ***Matt Falkoski, Joon Jung, and Ryu Muthui.***

B. No member shall purport to represent the team unless so authorized by the team.

C. Each member shall be provided a copy of the team bylaws.

# Section 3—Decision Making

A. Eligibility to vote -- each member has a vote when it comes to voting on team related work and issues.

B. Voting methods -- each member has a oral vote.

C. Voting outcomes -- by consensus.

# Section 4—Meetings

A. Meetings shall be held -- Every Tuesday @11:00AM - 1:00PM Weekly.

B. Unless otherwise noticed, all meetings will be held at -- UW1-310(CSS-Windows lab).

C. Special meetings of the team may be called by --  
any member of the team and can be collaborated via Google Hangout application for a face to face or group meeting online.

D. Approved minutes of meetings and sign-in sheets to record attendance, must be kept for all meetings.

E. Meeting discussions will be conducted in a conversational format with special regard for a dialogue that is respectful and considerate of all members in attendance.

F. A meeting agenda, defined by the current goals and expectations of the iteration topic to be completed, will guide meeting topics and timing.

G. The length of meetings shall be no longer than 60 minutes unless a special event is planned.

H. Notices shall be distributed not less than 2 days before the meeting date if date has been modified or changed locations.

I. Failure to receive notice does not invalidate a meeting, but the efforts must be made in good faith.

# Section 5 —Documentation and Communication

A. Individual members shall document project work as follows:  
-Each member shall have his own folder in the Google Drive where they can leave individual work.  
-There will be a current project folder in the Google Drive where all current group work will be held at.  
-The database files will be uploaded and maintained simultaneously via GitHub tool.  
-There will be an Excel sheet that all members will maintain time keeping and project progress times after each weekly meetings. It can also be updated with additional worked time out side of class.

B. Project work shall be considered confidential and not to be shared with any other class members until presentation to the class during the final weeks.

# Section 8—Effective Date (Required)

A. These by-laws of the Fast 3 team shall become effective on November 4th 2015 and will be upheld to the best efforts of each member's ability until the completion of the project.