**Team-One Bylaw**

**Goal**: This bylaw is to facilitate effective cooperation and responsibility sharing between the three members of Team-one.

Team-One members are:

1. Aden Abdulahi
2. Dereje Teshager
3. Weilan Liang

**Coordinator Role**: The coordinator will send remainder emails, organize Zoom meetings, and take the lead to ensure project work is on the right track and progressive.

**Supervisor Role**: The supervisor will oversee the progressiveness of the project, and send remainder, if necessary, with specifics on areas that need attention, and effective focus.

**Project Submitter Role**: The project submitter will ensure that all work is organized and documented, through collecting the work of others and will ensure that the work submitted is not changed or altered unless notified who does that work and agreed.

**General Role**: Each Team-One member will do sufficient part of the project or group assignment and must make sure that she/he understands, and it is clear how to solve the problem. Each member will ensure respecting the views, ideas, methods of work, culture, and preference of other team members. Each member will ensure that he/she is dependable and be available at the group meetings as best as possible or notify the team prior in advance and respond to communications accordingly.

Table 1: Team-One Responsibility Sharing Matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Group Assignments/  Projects | Member Role | | | Remark |
| Coordinator: | Supervisor | Project Submitter |
| 1 | Team solution to  Minesweeper problem | Aden | Dereje | Weilan |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |