

Student Roles and Responsibilities

Mechanical Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Design robot with design lead
- ◆ Manage Manufacturing Queue
- ◆ Audit purchasing, documentation & QA
- ◆ Oversees robot assembly
- ◆ Organize any needed trainings

→ Lead Design/CAD Responsibilities:

- ◆ CAD training for spyderlings
- ◆ Design decisions
- ◆ Ensures CAD is done for all pieces
- ◆ Assembles robot in CAD
- ◆ Performs stress analysis tests in CAD

→ Head Manufacturing Responsibilities:

- ◆ Manage Manufacturing Queue
- ◆ Machine Training for spyderlings
- ◆ Ensures team is machine shop safety certified
- ◆ Audit QA on parts
- ◆ Assembles robot together
- ◆ Builds bumpers

→ Purchasing Responsibilities:

- ◆ Buy parts for robot
- ◆ Update BOM
- ◆ Obtain purchasing approval for purchases

→ Documentation Responsibilities:

- ◆ Photography of robot build, team working
- ◆ CAD printouts
- ◆ Document parts (esp custom parts)
- ◆ Assembling engineering notebook
- ◆ Document design & strategy notes

→ QA Responsibilities:

- ◆ Check tolerances & remediate invalid cuts
- ◆ Check sturdiness
- ◆ Check rules
- ◆ Ensure bumpers are according to the rules

Programming Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Organize any needed trainings
- ◆ Triage bugs

→ Robot Coders Responsibilities:

- ◆ Code all subsystems on robot
- ◆ Code control system
- ◆ Receive requirements from Lead on how to code robot
- ◆ Test code on test robots

→ Camera Responsibilities:

- ◆ Program vision tracker

→ Autonomous Responsibilities:

- ◆ Code autonomous
- ◆ Use strategies on test drive base

Electrical Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Organize any needed trainings
- ◆ Designs wiring board
- ◆ Creates wiring diagram

→ Wiring Responsibilities:

- ◆ Wire robot
- ◆ Debug CAN bus issues

→ Pneumatics Responsibilities:

- ◆ Plumbing and planning
- ◆ Piston tuning
- ◆ Compressor design

→ Sensor Responsibilities:

- ◆ Knowledgeable on sensors
- ◆ Be able to perform QA on sensors

Business Sub Team

- Lead Responsibilities:
 - ◆ Lead Weekly Status Meeting -- to coordinate with other sub team leads
 - ◆ Organize any team builders
 - ◆ Organize & oversee fundraisers
- Head Speech Writer Responsibilities:
 - ◆ Prepare chairman's speech
 - ◆ Prepare chairman's binder
- Head Video Producer Responsibilities:
 - ◆ Produce Chairman's video
 - ◆ Produce shorts for team's social media presence
 - ◆ Oversee script writing
 - ◆ Oversee storyboarding
 - ◆ Organize props and actors
- Fundraising Innovators Responsibilities:
 - ◆ Innovate fundraising strategies
 - ◆ Run events
 - ◆ Gauge success rates, i.e. ROI, timelines into a report
- Attendance keeper Responsibilities:
 - ◆ Take attendance
 - ◆ Record meeting minutes for meetings
 - All hands meetings
 - Leadership meetings
 - Weekly status meetings
- Historian Responsibilities:
 - ◆ Document events
 - ◆ Post on social media
 - ◆ Advertise outreach

Safety Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Organize any needed trainings
 - CPR
 - Machine shop
 - Electrical
 - Fire extinguisher
- ◆ Verify Binder and supplies

→ Inventory Responsibilities:

- ◆ Ensure everything is stocked
- ◆ Order safety materials

→ Binder Responsibilities:

- ◆ Create binder of MSDS with tabs!
- ◆ Ensure binder makes it to and from each regional.

Spirit / Imagery Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Oversee design of T-shirts
- ◆ Oversee design of buttons
- ◆ Oversee design of awards
- ◆ Oversee design of Spyder merchandise
- ◆ Coordinate with suppliers for materials

→ Digital Designer Responsibilities:

- ◆ Create designs with lead for different items
 - T-shirts
 - Buttons
 - Awards
 - Merchandise

→ Manufacturer Responsibilities:

- ◆ Make buttons
- ◆ Make awards
- ◆ Make merchandise

Drive Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Coordinate team building for sub team
- ◆ Organizing driving practices
- ◆ Communicate to programming controller mappings

→ Strategy

- ◆ Coordinate game strategies
- ◆ Discuss with team about what will work

Outreach Sub Team

→ Lead Responsibilities:

- ◆ Weekly Status Meeting -- to coordinate with other sub team leads
- ◆ Find outreach events
- ◆ Ensure enough volunteers sign up

→ Head SubTeam Outreach Responsibilities:

- ◆ Ensure subteam members participate evenly at events
- ◆ Cannot be a subteam lead.