Assigned Duties:

1. **Solvent/Consumable Ordering -- Ke Zhao**
   - Check solvent inventory every Monday and Thursday, reorder if needed.
   - Check consumables (pipets, syringes, needles, vials, gloves, etc.) every other week.
   - Everybody else: notify the person in charge if something is running out.

2. **Inventory Update -- Xu Ma**
   - Update chemical inventory every week after group meeting. Add new chemicals and delete ones used up.

3. **IT and Website Update -- Xinpeng Cheng & Ke Zhao**
   - Update gold catalysis every week after group meeting.
   - Update rotating duty and new publications timely.
   - Update person profiles of new members and take off profiles of former members.
   - Keep all lab computers as well as printer in working condition.

4. **Solvent Distillation -- Xu Ma & Zhitong Zheng & Ting Li**
   - Keep solvent stills functional and clean. Top off reservoir every Tuesday and Friday noon.
   - Everybody else: plan ahead and avoid using distilled solvents around those times.

5. **Liquid N\textsubscript{2} and Gas Cylinders -- Zhitong Zheng**
   - Order liquid N\textsubscript{2} every three weeks, change empty gas cylinders when needed.
   - Cooperate with the person in charge of solvent distillation and keep N\textsubscript{2} supply for solvent stills.

6. **Rotovap Maintenance -- Pengcheng Qian & Ting Li & Yubin Bai**
   - Keep rotovaps functional with necessary repair and maintenance.

7. **Column Machine Maintenance -- Zhitong Zheng**
   - Keep the column machine functional with necessary repair and maintenance.
   - Train other group members for using column machine.

8. **HPLC Maintenance -- Xinpeng Cheng**
   - Keep the HPLC functional with necessary repair and maintenance. Reorder HPLC grade solvents when necessary.
   - Train other group members for using HPLC.

9. **Package Receiving, Computer Room Housekeeping -- Huiyan Wang**
   - Pick up, unpack and record received chemicals and consumables.
   - Dispose packing materials.

10. **Balance Area -- Hongyi Chen**

Rotating Duties: (see group website)

1. Gold Catalysis Update
2. Floor Cleaning for Both Labs
3. Safety Inspection for Both Labs