C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**Enter team identifier**

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Zida Wang | [zwang795@gatech.edu](mailto:zwang795@gatech.edu)  (706)255-6995 | Email, Text anytime |
| Andrew Hatcher | Contact 2 | Pref 2 |
| Jonathan Leo | Contact 3 | Pref 3 |
| Afshawn Lotfi | Contact 4 | Pref 4 |
| Suraj Chatrathi | Contact 5 | Pref 5 |
| Member 6 | Contact 6 | Pref 6 |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Zida Wang | Strength 1 | Weakness 1 |
| Andrew Hatcher | Strength 2 | Weakness 2 |
| Jonathan Leo | Strength 3 | Weakness 3 |
| Afshawn Lotfi | Strength 4 | Weakness 4 |
| Suraj Chatrathi | Strength 5 | Weakness 5 |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

To efficiently complete milestones before the due date with above and beyond quality/functionality

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Roles

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Meetings on Tuesdays from 1:15-2:30

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

We expect team members to be early or on-time to meetings. Leaving early or missing a meeting is only acceptable with a valid excuse.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Acceptable Excuses:

* Going out of town due to a school/club event
* Sickness
* Death in the family
* Lack of Transportation

Unacceptable Excuses:

* Needing to study/do work for another class
* Sleeping in/too lazy

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

Team members should post something in our group chat (Discord) AND personally notify the leader and get confirmation if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

Team members should be prepared to explain what they have completed every week at the team meeting and what they are planning to do during the next week.

Team members should try to have their deliverables in the “done” stage by the deadline. If it is not “done,” they should add the known issues to the backlog addressing what may be wrong with the deliverables.

Deliverables should have proper check-style, compile, and use variable names that make sense. The code should be understandable to any other group member who tries to read it.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

All ideas will be respectfully considered and discussed before implementation (unless the idea is not proposed seriously)

Members should not be afraid to express their opinion during discussion of ideas but should try to do so politely.

Discussion will be conducted calmly, and any form of loud outburst will result in the rest of the team telling the offending member to go and chill out by themselves for a bit.

Team members should be responsive to requests for cooperation on certain tasks, whether the answer is yes or no. A “no” must have an appropriate reason (already handling a lot, busy schedule, etc.)

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

The leader will be looking at the commit history and will call out any member who he feels isn’t putting in enough work.

We will have an alternating “code checker” that will check deliverables to see if they are written to an acceptable standard.