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

**Git. Init. Done. (58)**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Anthony Liu | ajliu@gatech.edu | Facebook, Telegram |
| Suraj Masand | smasand6@gatech.edu | Facebook, text, email |
| Shourya Singh | ssingh357@gatech.edu | Facebook, text, email |
| Shreya Magesh | smagesh3@gatech.edu | Facebook, text |
| Avanti Joshi | ajoshi97@gatech.edu | Facebook, text, email |
| 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.** |
| Anthony Liu | Gets stuff done | Takes time to get started |
| Suraj Masand | Android experience | Distracted, time management |
| Shourya Singh | Hard working, perfectionist | Too detail-oriented |
| Shreya Magesh | Motivated, positive | Distracted easily |
| Avanti Joshi | Proactive, time management | Disorganized, take on too much work |
| 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?*

Effectively use ZenHub, keep up with Milestones and deadlines, functioning app, equally divide the work, get more familiar with GitHub, get an A in the class.

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.*

Shourya – Quality Assurance – Submission handling

Anthony – Tool Smith (Git) – Devil’s Advocate

Shreya – Designer/Analyst – Group Discussion Leader

Avanti – Architect – Meeting Minutes

Suraj – Project Manager – Organizing meetings

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

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

Meetings – Tuesday evening, Friday afternoon

Deliverables done Friday morning, combine individual modules during meeting

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

At least attend Friday meetings, up to 2 absences. Give 24 hour warning. 10 min grace period to meetings.

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

Acceptable: Be open with workload, teammates willing to help out with your work

Unacceptable: Last minute “I couldn’t get it to work”

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)?**

Message the group chat ASAP. Try not to procrastinate.

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?**

By Friday morning, your portion of work should be completely done to submit. At least finish the bare minimum. Work must go through QA.

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

Don’t accuse others, be respectful of everyone, open to criticism.

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?*

Team check-ins, everyone says what they’ve accomplished so far for the current milestone. Give each other positive/negative reinforcement at meetings.