**Data Extractors Charter**

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1. **Team Name, Motto, Mascot**

We decided on the team name Data Extractors.

If Microsoft can Doc it, we can extract it.

Our Mascot, Peaches:

A picture containing text, vector graphics

Description automatically generated

1. **Vision**

Efficiently Extracting Data through Precise Programming.

1. **Mission / Purpose**

To better our understanding of the Software Development Process and Work together as a team to create an excellent word data extractor.

1. **Goals**

A complete well-documented, efficiently functioning word data extractor developed by consistently producing quality work with measured results.

The way we intend to measure this is via a Bi-Weekly Progress Report with the following questions:

Are we keeping up with our documentation? Are we following our charter? Do our individual evaluations show progress toward our goal?

1. **Roles**

For each meeting we decided on these roles:

Coordinator - Mason

Scribe - David

Timekeeper - Luis

Facilitator - Austin

For the overall project we decided on these roles:

Project Manager - Mason

Editor and Production Managers - Mason, David

Research Managers - David, Luis, Chris

Repository Managers - Chris, Austin

Graphic and Presentations - Austin, Luis

Communication Administrators - Austin, Mason

1. **Ground Rules**

Administrative/Meetings

We will meet each Thursday at 6PM in the SSCB. We will also meet on Tuesday at 6PM if needed. Whether we will meet will be decided by a vote held each week ending at 11:59 PM on Sunday nights. Tardiness will be monitored by - 15 social credit every 15 minutes that a member is late to a meeting. The social credit score affects our evaluations of our group members.

Task/Decisions and Disagreement

We will make decisions by consensus, if possible, but if one cannot be reached after half an hour of debate a vote will be held where the majority wins. When there is a disagreement, there will be 24 hours for each person to completely explain their position to everyone on the team. If an agreement cannot be made between the disagreeing parties, then a compromise will be made with the parties not involved in the disagreement making the compromise. If a compromise is not suitable, then a majority vote will be held including all members of the group to make the decision. When a new idea is added to our project we will round robin ensure that each member is on board with the new idea.

Interpersonal

We will consider each other as professional computing colleagues. This means that each team member will be treated with respect but will also be expected to diligently work towards our common goal.

1. **Plans and tools for Gathering Team Self-Assessment Data**

We’ll use our weekly reports, social credit scores, meeting contributions scores, and bi-weekly progress reports to assess how the team is doing.

**Commitment Page**



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Dr. Alfredo Perez-Davila



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Mason Lanham



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David Garcia



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Luis Carrillo



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Chris M.



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Lee Austin Meredith