**Group 4 “Team Error Prone” Team Charter**

* Group Name:
  + Team Error Prone

Discussion

* + Austin Smith: I like to keep things pretty simple so I suggest we should name our group something that’s relevant towards our topic or we could use a name that I always use “Team Error Prone”, which is supposed to be ironic cause I always like to shoot for 100s.
    - Feel free to come up with your own names if you want. Hopefully you’re more creative than me lol
  + Hrushikesh Pappuri : Fine with “Team Error Prone”
  + Kevin Hudson: Team Error Prone
  + Kylee Mucher: In real life I am accident-prone, so I’d say error prone is accurate as well
* Group Members:
  + Austin Smith
  + Hrushikesh Pappuri
  + Kevin Hudson
  + Kylee Mucher
* Communication Channel:
  + Discord
* Trello Board/Github Project Boards:
  + <https://trello.com/invite/b/SnoKPlMC/14458a2d3a38eb04ebd75b5357313612/itsc-3155-final-project>
* Github Repo:
  + <https://github.com/AustinMorganSmith/ITSC-3155-Final-Project.git>
* Lowest grade satisfied with?:
  + Austin Smith: Lowest grade I’m okay with is an A
  + Hrushikesh Pappuri : Lowest grade. Happy with an A
  + Kevin Hudson: Also an A
  + Kylee Mucher: Ok if we end up with a B+, but definitely would prefer an A
* Time-management strategy:
  + Have the leader remind group members in discord about assignments at least 3 times a week. Additionally, to fight procrastination the leader will track assignment deadlines, so the group has an idea of what is expected for their parts.

Discussion

* + Austin Smith: I think we should create a Trello board so we can manage our design sprint. Additionally, we should have someone that tracks due dates and reminds group members via discord. I think this would allow everyone to have a clear understanding of what is upcoming and expected, and would also cut down on procrastination.
    - **What type of workers are you guys? Do you like to wait until it’s close to the deadline to start or do you like to do things ahead of time? Are you procrastinators?**
    - Austin: I like to procrastinate so that’s why I pay extra attention to when things are due so I can push back assignments that aren’t due yet. So I like having all my deadlines planned out cause I know I’m not going to do them until the last minute.
    - Kylee: I am also a procrastinator, especially when it comes to waking up in the morning. However, when I begin to work on something I go all-in and hard about what I do.
  + Hrushikesh Pappuri: Since this final project is in group, managing time of what we are doing in the project and the deadlines of the assignments to track the due dates. Members of the group should have an idea of what are the upcoming deadlines and what is supposed to be done for that part that is due.
  + Kevin Hudson: I think that in order to get the project done in a timely manner we should talk about what we will be doing for each due date before they're due.
  + Kylee Mucher: We should make an effort to communicate at least 3 times a week on discord to check what ideas we have and what we want to do about upcoming deadlines. Open communication is the best way to have good time management.
* How we handle leadership:
  + The team will have one leader that coordinates the group.

Discussion

* + Austin Smith: I think we should have either one leader or we should implement a rotating leadership system
  + Hrushikesh Pappuri: Having one leader should be fine.
  + Kevin Hudson: Having one leader that makes sure everyone does their part
  + Kylee Mucher: Less “leader” and more “coordinator” should work well, I don’t think a rotating leadership system is necessary.
* How we handle teammate discipline:
  + If teammates are not meeting expectations the group will first try to talk to them and understand what’s going on. Then if their behavior doesn’t improve we start the process of removing them from the team.

Discussion

* + Austin Smith: I think we should talk to the teammate and if their behavior doesn’t improve then we should start the process of removing them from the team
  + Hrushikesh Pappuri: Agreed to Austin, if a member in the group does not have good discipline we can talk to them to see why they are lacking.
  + Kevin Hudson: we should expect from our group mates to do at the very least the bare minimum
  + Kylee Mucher: Things should try to be resolved within the group before going to the TA or Teacher about what to do about team members not pulling their weight.
* Project roles:
  + Leader and Time Management: Austin Smith
  + Presenter: Kylee Mucher
  + Head Coder: Kevin Hudson
  + Head Data Analyzer: Hrushikesh Pappuri

Discussion

* + Austin Smith: Leader, Presenter, Time management leader, Head coder (someone that coordinates our coding efforts and makes sure everything is working), Head Data analyzer (someone in charge of making sure the data we analyze is correct).
    - **Feel free to add your suggested roles and what their responsibilities are.**
    - Austin: I’m willing to be the Leader and presenter if no one else wants to do those roles.
  + Hrushikesh Pappuri : Everyone in the group can get their opinions about the code and data analyzer just so everyone agrees. If any problem occurs we should be communicating with each other and solving the problem.
  + Kevin Hudson:
  + Kylee Mucher: I feel like the Leader and the Time Management leader roles are redundant and can be combined. We should have a reporter who can keep track of what we did each day (or at the very least have a group doc tracking our progress). I’d be willing to be the presenter.