**CC1X07 Collaboration in the Digital Age**

**Academic Year 2025/2026**

**CA2 Part 1: Team Charter (30 marks)**

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| DASE/FT/1B/21 |

**Class**

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| 1 |

**Team No.**

**Team Members**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Full Name** | **Admin No.** |
|  | Cayden Wee | P2510567 |
|  | Brandon Ang | P2510471 |
|  | Toh Jin Le | P2510484 |
|  | Lee Yan De | P2510583 |

**TEAM RULES:**

**1. Be Kind**

**2. Be Helpful**

**3.Do your best**

**Section I: Team Goal (10 marks)**

Use this template to set a SMART team goal.

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| **Before you start:** What does success mean to your team? In other words, how will the team know whether the project has succeeded or failed? (This part is not assessed.)  *e.g., Success means attracting many new people to join the beach cleanup.*    **Theme: Home Automation** |
| **Measurable:** What metrics will the team use to measure success? (Maximum of one metric.)  *e.g., Our team aims to attract at least 50 participants to the cleanup, of whom at least 40% are new.*   70% out of 100 people should find our prototype beneficial/helpful in their daily lives. |
| **Specific and Time-Bound:** What specific actions will the team take to achieve success? By when will each action be started or completed?  (The team may list as many actions as you wish; however, only the first three will be assessed.)  *e.g., We will publicise the event through the club’s social media account, word-of-mouth and posters, starting one month in before the event.*  We will use 4 weeks to do up our prototype.   We will film videos of our prototype in action and publish it on social media apps like Instagram and Tik Tok for the public to view it. (3 weeks)  We will use 1 week to gather our viewers’ feedback and concerns and use them to improve on our prototype. We will also use the time to clear our viewers’ queries.  We will use 2 weeks to improve and debug our prototype to make it have more utility.  We will use 2 weeks to prepare our script and slides for Pitch Day. |
| **Achievable:** Why is this goal challenging, yet realistic?  *e.g., The last beach cleanup that the club organised had 30 participants, so 50 is a stretch target; but it is achievable since we are starting the publicity one month in advance, which gives us sufficient time to reach more potential volunteers.* |
| **Relevant:** What bigger picture or larger objective does your project contribute to?  *e.g., Attracting new participants will help to raise awareness of the marine litter problem and further SDG14, in keeping with the Environment Club’s mission.* |

**Section II: Functional project roles and responsibilities (20 marks)**

(This section is for functional roles and responsibilities, not meeting roles.)

What does your team need to do to reach your goal? How will you split up the work?

In other words, who does what?

Copy and paste the table below for each team member, and fill in the tables.

|  |  |
| --- | --- |
| **Role:** |  |
| **Responsibilities:** |  |
| **Name:** |  |
| **Reasons:** |  |