

Group Charter: TEAM JUGGERNOT

Meetings: Mondays after 5:30pm – 8:00pm, Tuesday after 5:00pm - 6:30pm, Wednesday 3:00pm-4:00pm and after 5:30pm, Thursday after 5:30pm, Weekends free. Meeting location is EMS.

Contacts: Facebook messenger group chat, email, discord

Goals:

1. Work together as a team to develop a quality software project and do our best work to achieve an A.
2. Effective communication: This involves a weekly meeting and a review of the last sprint.

Work Norms:

1. **Time Commitment:** Divide up the work equally and based on strengths. Focus attention on difficult tasks as a group.
2. **Dealing with different work habits:** All make it to the group meetings but work using your own habits. Stay on task.

Meetings:

1. **Length of meetings:** Meetings may have to take as long as it takes. The purpose of meetings is to establish communication and give direction to the project. Meetings once a week should be enough unless it is decided by the group that additional meetings should be scheduled. It is understood that if a meeting takes too long, members may have to leave for classes or work obligations. This type of situation will not constitute an offense.
2. **Missing a meeting:** An occasional missing of a meeting can be accepted as long as notice is given. If however an individual repeatedly misses a meeting without good cause, some disciplinary action may have to be taken. Acceptable justification of a missed meeting includes, but is not limited to: injury, illness, family emergency, work, conflicting class schedule, or death (yourself or other). If a meeting is missed for any other reason, the affected group members will decide as to whether the reason for missing the meeting is acceptable or in need of disciplinary action. Two meetings missed without emailed valid excuse will result in a minor offence. Three will result in a major offence.
3. **Tardiness to meetings:** A person being obviously late for a meeting and not fitting the structure of "on time" shall be given over to disciplinary action as described in minor offence. On time means the time the meeting is scheduled to start (3:30pm on Mondays). If an individual arrives at a meeting after the start time and the meeting has yet to get into purposeful conversation then it may be overlooked. However if there is no good excuse for being late and the meeting is clearly underway when the individual arrives then at the end of the meeting it will be discussed as to whether disciplinary action will have to be taken.
4. **Phone use during meetings:** Stay off phone unless needed for important email, phone call, or emergency.

Phone tower if necessary.

5. **Food and drink during meetings:** No restrictions so long as it is not a distraction.

Group communication and interaction:

1. **Regular communication:** Regular communication expected via facebook messenger group. Individual task updates on progress.
2. **Group communication on tardiness/missed meetings and meeting information:** If a member has prior knowledge of a missed meeting or tardiness of a day or more, that member shall send an email to all group members signifying such. If it is the day of the meeting and a group member is going to miss the meeting or knows they are going to be tardy by more than five minutes, that member shall send a message to all group members informing them of the situation. Failure to do so more than once will result in a minor offense.
3. **Communication ethics:** There shall be an understanding among group members that all opinions or input by any individual member is valued and will be respected, even if disagreed with. People and/or their opinions shall not in any way be degraded or dismissed but all opinions shall have equal consideration. If a member feels his opinions are being rejected without good reason, he has a right to bring it up to the group leader and/or the group. The group will then discuss the situation and either reconsider their opinions, or make a case as to why the members opinions are not being used. If there is such a disagreement, the note taker or agenda maker will record the situation as well as the member who feels disregarded. If this situation happens more than three times the member has a right to go to the TA and state their case. If not solved, go to the professor.
4. **Group structure:** Task Leader, Communication Leader, Technical Leader, Agenda Leader
5. **Decision making:** Majority vote but state opinions first and try to compromise.
6. **Group decisions on delegation:** Delegate tasks based on strengths and weaknesses. Focus on difficult tasks as a group.

Group participation and work quality

1. **Group participation:** Everyone should share their opinions unless they choose to abstain. Everyone is encouraged to participate.
2. **Work not up to standard:** Group standards, regarding quality and timeliness of work, are important to uphold if we aim to succeed as a group. With goal 2 in mind we should always be putting forth the effort necessary to submit our best work. However, if there is a problem it should be handled in the following manner. It is understandable that at some point in this project someone may not be able to put in the time or effort necessary to meet group standards. If that should happen he must notify the group as soon as possible so the task can be redistributed, using the system established in group decisions and delegation, and the group can continue functioning at its highest level. If he continues to repeat this behavior it may result in a minor or major offence depending on the severity. In any case a minor offence must be given to the individual, for this action, before a major offence can be. At some point the group may cease to offer work to him as he is untrustworthy at that point. However, a group member may be able to redeem himself. If said member continues to perform above expectations for at least two weeks he shall be returned to full member status by way of this clause.
3. **Group members unprepared:** It is understood that people are busy with other classes and school work. If by group consciousness it is obvious that a member is unprepared for a meeting, and their unpreparedness creates a hindrance to the group and project, then

disciplinary action will have to take place. Unpreparedness of this form will immediately result in a warning then a minor offence hereafter.

4. **Workload too heavy:** If with the time restraints and number of group members actively participating is not sufficient enough to complete the task, a plea of mercy will be sent to the Rock via email and in person which logs the details of the amount of work to be done, the status of how far we are, and why we can't complete it in that time period.

Disciplinary Procedures:

1. **Regarding disciplinary actions:** Any disciplinary action to be administered can be overridden by group conscience, if decided by a majority vote.
2. **Disciplinary Log:** The note taker will be responsible for logging any information on offenses committed by any member. This report will be sent out with the meeting notes every week so each member knows where they stand.
3. **Minor Group Offence:** A minor group offence can occur for breaking indicated statutes of the charter.
4. **Major Group Offence:** A major group offence can occur by breaking indicated statutes of the charter, or for accumulation of 3 or more minor offences.
5. **Punishment and Dismissal:** An email describing the offences leading up to punishment and dismissal will be Group Charter: JuggerNOT displayed along with testimonies from at least 2 other group members and a log of offenses. If available, the offending members work will be confiscated and termed as "belonging to the group".

We, the team named JuggerNOT agree with the Group Charter and will try our best to uphold it.

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