Chartering Report



**Group Number:** C3.040  
**Repository:** <https://github.com/DP2-C1-037/Acme-ANS-C3>

**Workgroup Members:**

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Student 4: Salma El Hakimy – [salel@alum.us.es](mailto:salel@alum.us.es)

**Date:** 23/09/2025

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# Executive Summary

This Chartering Report provides a structured framework for the organization and operation of workgroup C1.037. It outlines the recruitment process, performance expectations, and policies for managing teamwork dynamics, including rewards, admonishments, and dismissals.

The recruitment process ensured that all members aligned with the team's academic goals and were willing to contribute effectively. The document establishes clear performance indicators, defining what constitutes satisfactory and outstanding work. Additionally, it introduces policies to maintain team motivation and accountability, including a structured approach to recognizing contributions and addressing underperformance.

This report serves as a reference for maintaining a productive and collaborative work environment. By defining clear expectations and operational guidelines, it ensures that all members work efficiently towards the successful completion of the project while maintaining fairness and accountability.

# Revision Table

|  |  |  |
| --- | --- | --- |
| **Revision Number** | **Date** | **Description** |
| 1.0 | 18/02/2025 | Initial Draft |
| 1.1 | 19/02/2025 | New sections added |
| 1.2 | 20/02/2025 | Final document review |
| 1.3 | 20/02/2025 | Added performing bad consideration |
| 2.0 | 02/07/2025 | Modified workgroup for second call |
| 3.0 | 23/09/2025 | Updated to Third Call |

# Introduction

This document provides an overview of the chartering process for our workgroup, covering key areas such as recruitment procedures, performance expectations, and teamwork guidelines.

It outlines how team members were selected, the standards for individual and group performance, and how these expectations will be met throughout the project. The document also includes specific policies for managing rewards, admonishments, and dismissals, ensuring that team behaviour and contributions are properly managed.

The structure of the document is as follows: the first section discusses the recruitment process, followed by a description of performance expectations and guidelines for effective teamwork. The final section details the policies for managing rewards and addressing issues related to performance or conduct.

# Contents

## Recruitment Process

Our workgroup was formed through a recruitment process initiated by the manager in the course forum. Miguel Álvarez Raya, who took on the task of coordinating the team, posted an announcement in the forum outlining a basic planning and the grade objective he deemed appropriate for the participants. This announcement served as a meeting point for those interested in joining the group.

Through this forum, other participants in the course who agreed with the grade objective proposed by Miguel began expressing their interest in joining the group. Those who joined not only shared the common goal of achieving a specific grade but also had the willingness to actively collaborate on the project, respecting the rules and expectations set by the coordinator. This dynamic allowed for the members of the group to be recruited organically, based on a mutual commitment to meeting the established goals.

This recruitment process not only facilitated the integration of team members but also promoted greater coherence among participants, as they all shared the same academic motivation and focus on the success of the project. Below is the link to the original thread in the recruitment forum where the group was organized: <https://ev.us.es/webapps/discussionboard/do/message?action=list_messages&course_id=_89154_1&nav=discussion_board&conf_id=_426211_1&forum_id=_253523_1&message_id=_457053_1>.

Later, for the second call, the group transformed into C2.037 and just one of its members, Adrián Chabrera, enrolled.

For the third call, the remaining members, Miguel and Salma, transferred to C3.040, as C3.037 was not available.

## Workgroup Members and Contact Information

### C1.037 members (first call)

|  |  |  |  |
| --- | --- | --- | --- |
| Member name | Corporate Email | Role | Picture |
| Adrián Chabrera Rubio | [adrcharub@alum.us.es](mailto:adrcharub@alum.us.es) | Developer, tester |  |
| Alejandro González Macías | [alegonmac@alum.us.es](mailto:alegonmac@alum.us.es) | Operator, developer, tester |  |
| Ignacio Gutiérrez Serrera | [igngutser@alum.us.es](mailto:igngutser@alum.us.es) | Developer, tester |  |
| Miguel Álvarez Raya | [migalvray@alum.us.es](mailto:migalvray@alum.us.es) | Manager, developer, tester |  |
| Salma El Hakimy | [salel@alum.us.es](mailto:salel@alum.us.es) | Analyst, developer, tester |  |

### C2.037 members (second call)

|  |  |  |  |
| --- | --- | --- | --- |
| Member name | Corporate Email | Role | Picture |
| Adrián Chabrera Rubio | [adrcharub@alum.us.es](mailto:adrcharub@alum.us.es) | Manager, developer, tester | A person sitting on a stone ledge  AI-generated content may be incorrect. |

### C3.040 members (third call)

|  |  |  |  |
| --- | --- | --- | --- |
| Miguel Álvarez Raya | [migalvray@alum.us.es](mailto:migalvray@alum.us.es) | Manager, developer, tester |  |
| Salma El Hakimy | | [salel@alum.us.es](mailto:salel@alum.us.es) | Developer, tester | Una mujer sonriendo  El contenido generado por IA puede ser incorrecto. |

## Commitment Statement

We, the members of this workgroup, commit to working collaboratively to achieve the objectives of this subject. We acknowledge our understanding of the syllabus, grading procedures, and evaluation criteria. Our collective goal is to achieve a final mark of a pass.

## Performance Indicators

Members must complete all their assigned tasks to be considered "performing well"; To perform well, each member of the group must complete all their Mandatory Tasks successfully, so the minimum wanted grade can be acquired.

In case a member of the team does one or more optional requirements, they can be performing great.

In case a member of the team does not complete all their Mandatory Tasks successfully they are to be considered “performing bad”.

## Reward Policy

* Recognition in group discussions and meetings.
* Assignment of preferred roles in upcoming tasks.
* Possible recommendation for leadership roles.

## Admonishment Policy

* Direct feedback and constructive criticism.
* Reassignment of responsibilities.
* Formal warning after repeated underperformance.

## Conditions for Dismissal

A member may be dismissed from the workgroup under the following conditions:

* Repeated failure to complete tasks despite warnings.
* Failure to meet minimum attendance requirements.
* Disruptive behaviour affecting team productivity. Dismissed members may choose to work alone or withdraw from the project.

## Signatures

### First call

|  |  |  |
| --- | --- | --- |
| Member name | Signature | Date |
| Adrián Chabrera Rubio | Forma  El contenido generado por IA puede ser incorrecto. | 19-02-2025 |
| Alejandro González Macías | Un conjunto de letras negras en un fondo blanco  El contenido generado por IA puede ser incorrecto. | 19-02-2025 |
| Ignacio Gutiérrez Serrera | Forma, Rectángulo  El contenido generado por IA puede ser incorrecto. | 19-02-2025 |
| Miguel Álvarez Raya | Imagen que contiene Diagrama  El contenido generado por IA puede ser incorrecto. | 19-02-2025 |
| Salma El Hakimy | Imagen que contiene luz, foto, tráfico, alambre  El contenido generado por IA puede ser incorrecto. | 19-02-2025 |

### Second call

|  |  |  |
| --- | --- | --- |
| Member name | Signature | Date |
| Adrián Chabrera Rubio | Forma  El contenido generado por IA puede ser incorrecto. | 02-07-2025 |

### Third call

|  |  |  |
| --- | --- | --- |
| Miguel Álvarez Raya | Imagen que contiene Diagrama  El contenido generado por IA puede ser incorrecto. | 23-09-2025 |
| Salma El Hakimy | Imagen que contiene luz, foto, tráfico, alambre  El contenido generado por IA puede ser incorrecto. | 23-09-2025 |

# Conclusions

This chartering report serves as the foundation for our workgroup’s structure, expectations, and operational guidelines. By clearly defining recruitment processes, member commitments, performance indicators, and policies for rewards, admonishments, and dismissals, we aim to foster an environment of accountability and collaboration.

Our primary objective is to ensure that all members actively contribute to the success of the project, maintaining a shared commitment to completing tasks efficiently and effectively. The outlined performance indicators establish a transparent evaluation system, ensuring that everyone’s contributions align with the group's expectations. By distinguishing between satisfactory and superior performance, we encourage members to strive for excellence while maintaining a clear minimum standard.

Furthermore, our policies for rewards and admonishments provide both motivation and corrective measures to sustain group efficiency. Recognition and leadership opportunities serve as incentives for resolute members, while constructive feedback and reassignment strategies help address performance gaps. In cases of persistent underperformance, a fair and structured dismissal process ensures that team productivity is not compromised.

Ultimately, this report formalizes our approach to teamwork, emphasizing fairness, accountability, and shared responsibility. By adhering to these principles, we aim to create a supportive yet disciplined work environment that maximizes our collective success and ensures the achievement of our academic objectives.

# Bibliography

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