Team Charter

Team 1: Tolulope Adegboye, Chi-Yu Lee, Dein Vo

Team Purpose

To create a project that is rigorous enough to aid in acquiring work in data-analytics after we graduate.

Ground Rules

1. Meet on Sunday afternoons outside of class to discuss the project and touch base.
   * If someone is not available, then we meet on Saturday.
2. Have material ready before meetings for us to discuss.
3. At the beginning of the meeting, someone reads the expectations of the meeting.
   * Have the expectations written out by the scribe.
4. Journal activities we’ve done throughout the project as a description on Google Document.
5. At the end of each meeting, we review the descriptions on the Google Document.
6. If anyone disagrees on something, the team member should speak up.
7. If something comes up that affects the deadline, let the group know through WhatsApp.

Roles

1. Tolu: scribe
   1. Tracks meeting minutes
2. Jay:
   1. Provides overview of meeting
   2. Remind us of deadlines

Consequences

* If someone doesn’t have material ready and does not let the group know, we log that down at the next meeting.
* In that meeting, discuss why it occurred, and look at potential solutions.
  + Share how event clashes against team purpose
  + At the end of the meeting, the offender will come up with a plan to recover in 1 or 2 days.
  + If that time is not enough, then reallocate work accordingly
* If this happens again:
  + Let Linda know about it including previous warning
* If it happens a 3rd time, then dismissal