TEAM CHARTER

· **Team Name:** GradBird IT Consultants

· **Team Members**

Name of the Member	Phone	Email Address
Daniel Freburg	███████████	███████████
Pranavi Konda	732-986-5055	███████████
Eric Agyemang	309-750-2968	eagyem2@ilstu.edu
███████████	███████████	akonda@ilstu.edu

· **Skills and Knowledge Inventory**

Daniel Freburg	**Technical Skills** Java, C++, HTML, CSS, PHP, Python **Communication Skills** Professional and Technical Writing, **Leadership Skills:** IT 168 Graduate Assistant
███████████	**Good Communication Skills** **Good Leadership skills** **Technical skills** Python, HTML, CSS, SQL, R
Eric Agyemang	**Technical Skills** Java, C++, HTML, CSS, R, Python, SQL **Communication Skills** Professional Technical Writing **Leadership Skills** Business Intelligent Analyst, Managerial position, Administrative assistant, Technical Surveyor, Actuarial Scientist and IT 166 Graduate Assistant
███████████	**Technical Skills** Java, HTML, CSS, SQL, Python **Good Communication Skills** **Leadership Skills** IT 150 Graduate Assistant

· **Roles and Responsibilities:**

- Leader - responsible for the submission for the deliverable, assign tasks, evaluate performances
- Monitor - assists all members in carrying out members role and responsibilities, checking documents and messages, identifying any missing pieces of information for the specific deliverables.
- Broker – suggests ideas to team members, acts as a mediator between the team and stakeholders.
- Mentor –provides guidance and resources necessary to solve the issues.

Note: The roles are rotated for each deliverable.

• Assigned Leadership Role

Group Leadership	Project Deliverable
████████████	██
████████████	██
Eric Agyemang	██
████████████	██

• Agreed Upon Meeting Times:

The agreeable times that the team would be meeting to work on case deliverables:

- Monday   10.30 AM to 12.00 PM
- Tuesday   8 PM to 10 PM
- Thursday   8 PM to 10 PM
- Saturday   4.30PM to 6.30PM
- Sunday   4.30 PM to 6.30PM

The number of times the team will meet depend on the workload of a specific deliverable.

• Agreed Upon Meeting Location:

Online Zoom Meeting, Study halls

• Team Communications:

- o The members of the team will communicate through zoom meetings.
- o Outside the zoom meetings the team will communicate using emails and phone.
- o Face to face meetings will be held if necessary.
- o The documents will be shared and stored in One Drive.
- o The team will also collaborate using Microsoft Teams for meetings and for document sharing.

• Team Rules and Expectations

Team goal:

- o Learning how to become a better Project Manager.
- o Being a good team member.
- o To master the course material related to the project and demonstrate that effectively through our deliverables.

Set of team values:

- o Collaboratively helping each other to become a better IT project Manager.
- o Commitment to the Project and to the team.
- o Maintaining a good team attitude.

A code of ethics:

Professional conduct - No plagiarism, Personal respect, Trust, and Responsibility.

Team Rules:

- o Attending meetings without delay at the agreed times.
- o Update the teams about the progress of the tasks.
- o Complete the tasks before due date.
- o Follow team values and code of ethics.
- o Respond to the messages promptly.

Decision Making:

- o Discussing with the team members.
- o Taking suggestions from the professor.
- o Collaborative decisions.

Resolving Conflicts:

- o Having open discussion with the team members.
- o Listening to the team member explanations.
- o Consulting the Professor when necessary.

Missed meetings:

- o Team leader reaches out to the team member to find out the reason for missing the meeting.
- o Team leader provides an update of the meeting to the member who missed the meeting.
- o If a team member continues to miss the meetings and if necessary, members of the team will make a consensus decision to reorganize the roles of the team.

Dealing with non-contribution:

- o Team leader talks to the team member first to know if he/she is facing any difficulty.
- o Reorganize the team if necessary, so that each team member can contribute equally.

- **Signatures:**

  Agyemang Eric   2968