**Team Charter**

Date: January 30, 2024

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| **Team Members:** | **Team Member Role:** | **Phone Number:** | **Email:** |
| Whitley Anderson | Database Coordinator/Programming Coordinator | 252-258-0743 | andersonw21@students.ecu.edu |
| Asia Southerland | Co-Product Owner | 910-372-2028 | southerlanda22@students.ecu.edu |
| Erin Adcock | Business Analyst | 919-280-0225 | adcocke21@students.ecu.edu |
| Jordan Moser | Systems Analyst | 919-480-4823 | moserj21@students.ecu.edu |

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| **GOALS**: What is our goal as a team for this project? What do we hope to achieve? |
| * Complete each sprint at least 2 days before the due date * Obtain a B or higher on the Project * Gain a greater understanding of the different roles involved in a project * Learn how to better analyze and solve a problem within a business |
| **EXPECTATIONS:** What do we expect of each other as a team regarding quality of work, response times, participation, etc.? |
| * Each team member responds to messages within 24 hours (E-mail or Text) * Ensure active participation in each meeting * Complete assigned tasks at least 3 days before the due date * Present completed work to other team members 3 days before the due date to allow time for revisions. Constructive feedback will be given within 24 hours of task being presented * Communicate with other team members effectively and in a timely manner * Ensure all work is performed to the best of your ability and with the highest quality * Respect and be patient with other team members |
| **POLICIES AND PROCEDURES:** What rules can we all agree on to ensure we are meeting expectations and achieving our team goals? |
| * Reach out to team member as soon as a conflict arises * If a team member is not able to complete a task on time or to the highest standard, communicate with the other team members for assistance or clarification * Notify other team member if you will be absent via text or e-mail * If quality of work is not high enough other team members will provide constructive feedback to ensure standard is met within 24 hours of receiving task completed * If a team member is unable to attend a meeting for a valid reason, then they will be expected to review notes from the meeting and complete tasks assigned on time * If a team member does not call or show up once, other members will message the missing member and wait no longer than 24 hours for a response. Other team members will collaborate on the task supposed to be completed by missing team member * If a team member does not call, does not show up repeatedly, or goes no contact the other members will message the missing member and wait no longer than 24 hours for a response. If there is no response within 24 hours Dr. Bowman will be contacted. Over 48 hours (2 days) and the team member will be fired. |
| **CONSEQUENCES**: |
| * Attempt to reach out to non-compliant team member directly to fix the problem * Contact Dr. Bowman after 48 hours of no contact to fire team member |

We all understand these goals and expectations and agree to all the policies, procedures and consequences stated above.

Signatures:

Jordan Moser

Asia J. Southerland

Erin Adcock

Whitley Anderson