TEAM CHARTER

Version 1.0

Revision History

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| **Date** | **Version** | **Description** | **Author** |
| 02/05/2023 | 1.0 | First revision | Zixuan Wang, Zhuxuan Yan,  Ethan Yifan Zhu,  Jinhan Tan |
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Table of Contents

[1. Introduction 4](#_Toc133934624)

[1.1 Purpose 4](#_Toc133934625)

[1.2 Scope 4](#_Toc133934626)

[1.3 Definitions, Acronyms, and Abbreviations 4](#_Toc133934627)

[2. Overview and Rationale 5](#_Toc133934628)

[3. Content of a Team Charter 6](#_Toc133934629)

[Team Mission and Objectives or Goals 6](#_Toc133934630)

[Team Member Skill Inventory 6](#_Toc133934631)

[Role Identification 7](#_Toc133934632)

[ Facilitator 7](#_Toc133934633)

[Ground Rules 7](#_Toc133934634)

[Preliminary Project Plan 8](#_Toc133934635)

Team Charter

# Introduction

## Purpose

Our team is supposed to strengthen the sense of social responsibility, inspired by the GPT-4 case by analysing the social challenges on existing GPT-4 and trying to find the solution.

## Scope

## Definitions, Acronyms, and Abbreviations

# Overview and Rationale

# Content of a Team Charter

**Team Name: Souls Squad (Workshop 4-T06)**

## Team Mission and Objectives or Goals

## Team Member Skill Inventory

* **Strengths**

Our team members are all major in computing so assuming we know the existing language model. All of us have rational and logical thinking when doing the project. Two of us doing business as an undergraduate degree and doing better in analyzing the ethical issue and project’s cost accounting. The different backgrounds will help improve our project strategies.

* **Weakness**

Lacking knowledge on AI is our team’s weakness, it would be helpful for the project if we have any. However, many of us have an AI’s studying background. Since GPT- 3 is a new language model and still has many limitations to broadly used in our life, it’s difficult for us to collect relevant data on the internet.

## 

## Role Identification

* Communications coordinator: Jinhan Tan
* Editor: all team members
* Reviewer: all team members

## Ground Rules

We will have some regular meetings to discuss our tasks and our schedules. Our rule is to search or collect data together and share ideas in the chat room if we have one. We have several rules to make our procedure more effective.

**Meeting1:**

**Time:** 02.05.2023, Tuesday

**Attendance:** Zixuan Wang, Zhuxuan Yan, Ethan Yifan Zhu, Jinhan Tan

**Duration:** 1h30

**Content:** Finish the structure of TEAM CHARTER, discuss the topic of the group work

**Agenda:** Write a background for the report

**During Meeting and Personal Time:**

* Work tasks
  + Assigning responsibilities
  + Setting deadlines
  + Meeting deadlines
  + Quality of work
* Meetings
  + Attendance Expectations
  + Schedules/times
  + Locations
  + Coming Prepared
  + Protocol
  + Agendas
  + Notifications
  + Record keeping
* Attitude

Everyone should be self-motivated and participate in the group work and meeting

* Contacting
  + Method (Zoon, email, phone, on-line etc.)

WeChat and phone

Face to face

* + Limits
* What will serve as acceptable excuses

Urgent cases such as medical conditions

* Penalties

We expect every team member to attend the meeting on time and get an exemption if someone has something urgent to do.

If someone isn’t able to attend the meeting, he/she should notify others in an online group chat room. We have an attendance sheet for each meeting to record who is participating.

* How will you maintain configuration control over your work?

We joined one online chat group and will chat online and keep everyone contacted.

* How will decisions be made within the group?

We will reach consensus and make decision by majority vote.

**Conflict Resolution Mechanisms**

* All problems will be kept within the group until that is no longer a solution and then we must escalate the issue.
* Set a deadline for each split task to remind members to fully participate in the entire project, rather than postpone everything to the final deadline.
* Have an expectation level at the beginning of every meeting.

## Preliminary Project Plan

**Performance criteria**

* Be prepared to contribute to achieving the project goals
* Come to the meeting with a positive attitude
* Share all relevant information with team members
* Should be responsible for innovation
* Be ethical when making decisions

**Team Member Sign Off:**

I have participated in the development or review of this charter and agree to it.

Team Member: Zhuxuan Yan u6706220

Team Member: Ethan Yifan Zhu\_u7560434

Team Member: Jinhan Tan\_u7532738

Team Member: Zixuan Wang\_u7516976

Seminar tutor: Alishba John

Date: 02/05/2023