Team Charter – UX Design

Vacation: Pre-trip

Dalhousie University

UX Design

2022 Fall

Faculty of Computer Science

Contact Information

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Karan Singh Rathore	kr202401@dal.ca
Qiwei Sun	sunq@dal.ca

**note you can use Teams to contact your teammates as well

Project Roles

Weekly Leader

The weekly leader will be responsible for all managerial tasks for a given week. This includes, but is not limited to: submitting applicable deliverables, coordinating and leading team meetings, creating meeting agendas, assigning tasks and reviewing deliverables. The leader will be responsible for upholding team policy outlined in the team charter during the week. Finally, the weekly leader will be responsible for submitting the weekly project log (fill in the schedule below):

Group Members schedule for logs (each member is responsible for ~2-3 logs)

Week	Name	Week	Name
Sept 26-Oct 2 1-7 **Due Oct 2**	Karan Singh Rathore	Oct 31-Nov 6 **Due Nov 6**	Karan Singh Rathore
Oct 3-9 **Due Oct 9**	Faiza Umatiya	Nov 7-13 **Due Nov 13**	Faiza Umatiya
Oct 10-16 **Due Oct. 16**	Harsh Kamleshbhai Shah	Nov 14-20 **Due Nov 20**	Harsh Kamleshbhai Shah
Oct 17-23 **Due Oct 23**	Hrishi Patel	Nov 21-27 **Due Nov 27**	Hrishi Patel
Oct 24-30 **Due Oct 30**	Qiwei Sun	**Nov 28-Dec9 Due Dec 9**	Qiwei Sun
Note: last week is longer than the rest. It is due the day after all project items are due.			

Designer

The design team will be responsible for contributing to the planning of deliverables during all stages of the project. Specifically, they should provide their opinions,

thoughts and concerns with details of the project. They will follow the meeting schedules and deliverables outlined by the weekly leader.

Team Communication

This section contains all the primary tools and services we shall use this semester. Every team member is responsible for setting up each tool/service.

- **MS Teams**

  A Teams channel will be created specifically for this team to promote and facilitate team communication (this will be a channel in our course Team). Team members should take advantage of the various features provided by Teams such as private channels (that should include the team, your instructor and TA), file sharing and application integrations. All communication outside of class time or in-person meetings should be done through the Teams channel. Note, with Teams, when someone adds a message you can add a "thumbs up" to indicate that you have read/received the message. Team members will need to install the desktop client and/or the mobile application.

- **Shared Document Management System**

  You should use a Shared Document Management System (e.g., Office 365 or Teams) for all other deliverables in class (e.g., reports, project plan, presentations, documentation).

Code of Conduct[1]

- **Be Considerate and Respectful**

  The team and its members treat need to be considerate and treat each other with respect. Everyone can make a valuable contribution to the team. We may not always agree, but disagreement is no excuse for poor behavior and poor manners. <u>We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack.</u> It's important to remember that a team in which people feel uncomfortable or threatened is not a productive one. We expect members of the team to be respectful when dealing with other team members as well as with people outside the team, such as the instructor(s) and the TA(s). Remember listening is an important skill that contributes to successful projects.

- **Take Responsibility**

  We can all make mistakes; when we do, we take responsibility for them. If someone has been harmed or offended, we listen carefully and respectfully, and work to right the wrong.

- **Be Collaborative**

  What we produce is a complex whole made of many parts. Collaboration between team members – each of whom has their own goals – is essential; for the whole to be more than the sum of its parts, each part must make an effort to understand the whole.

  Collaboration is central to this team and the course. This collaboration involves individuals working with others in teams and may involve working with other individuals/teams in the course. This collaboration reduces redundancy and improves the quality of our work. Internally and externally, we should always be open to collaboration.

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[1] Based on Codes of Conduct for Ubuntu (https://www.ubuntu.com/about/about-ubuntu/conduct), Drupal (https://www.drupal.org/dcoc), Django (https://www.djangoproject.com/conduct/enforcement-manual/), and Humanitarian ID (https://about.humanitarian.id/code-of-conduct/).
This document has been kindly shared by Mohammad Etemad, Faculty of Computer Science, Dalhousie University

- **When we disagree…**
Conflicts in our community can take many forms. Disagreements, both social and technical, are normal, but <u>we do not allow them to persist and fester leaving others uncertain of the agreed direction</u>.

We expect individuals to first try to resolve conflicts between themselves in a constructive manner, asking for help when needed. This approach gives people more control over the outcome of their dispute. If that fails, we escalate the matter to structures with designated leaders to step in and provide clarity and direction.

When conflicts do arise, we will refer to the "Respect and Team Conflicts" subsection of the "Rules and Expectations" section.

Rules and Expectations

- **Mandatory Class/Lab Attendance**

  Class/lab time is mandatory for all team members. If a team member is unable to attend class/lab, they should notify the team using Teams at least 24 hours in advance (if possible). If the reason is personal, they can contact the weekly leader and/or your instructor (by email). Valid reasons for missing class will be at the discretion of the weekly leader/instructor, but generally accepted reason are medical emergency, medical appointments, illness, family emergency, etc. Note, if you aren't comfortable disclosing personal reasons to the weekly leader, that's okay - you can just email your Instructor.

  If a team member fails to notify the team or the team leader in advance, or their reason for absence is not valid, then they will receive a warning from the weekly leader and it will be noted on the log. For a second offense, the member will receive a written warning that this is the second missed meeting (and subsequent missed meetings will be forwarded to the class instructor by email). These absences may be reflected in final grades. Note, there are valid reasons for missing the odd class/lab/meeting but continual missed class/labs/team meetings may be reflective in the final project grade.

- **Additional Meeting Times**

  The weekly leader should try to maintain "in-person" meetings to lab (sometimes class) times; however, certain scenarios may require additional meeting times outside of lab/class. If a meeting is needed in an outside time, it will be scheduled in advance by the weekly leader trying to give 48 hours' notice. Please note, not all students live close to Dalhousie, i.e., Dartmouth or Bedford, which should be considered when scheduling meetings (finding a time that suits all members even online will be key to having well attended meetings).

- **Participation and Deadlines**

  Team members are encouraged to be active participants during the project. Each person on this team has an equal voice and should share their thoughts, opinions, and concerns regarding the project. Active participation by all team members will be instrumental in achieving your goal (i.e., a quality deliverable). The weekly logs will track participation and every team member will fill in a peer evaluation after every deliverable. These will be used to determine final grades.

- **Respect and Team Conflicts**

  Dalhousie and the Faculty of Computer Science have rules regarding respect and guidelines on how students should conduct themselves in a group setting (see https://cs.dal.ca/corecs for the Culture of Respect guidelines; see Code of Conduct section above). We intend to respect these rules and promote an environment in which students can learn and achieve their academic goals. It is every team member's responsibility to observe and enforce these rules.

  Conflicts can take many forms, from someone having a bad day and using harsh and hurtful language in the issue queue, to more serious (and very rare) instances such as sexist/racist statements or threats of violence, and everything in between.

  As mentioned in the Code of Conduct section above, we expect individuals to first try to resolve conflicts between themselves in a constructive manner, asking for help when needed. This approach gives people more control over the outcome of their dispute.

  If this fails, the concerned team member(s) must contact the instructor to help resolve the conflict. We want to make sure that everyone is listened to and treated with respect.

Team Member Signatures*

All team members must sign and date this charter.

*Signing this document indicates that team members have read and agreed upon the contents of this document.

Name	Date
Faiza Umatiya	2022-09-26
Harsh Kamleshbhai Shah	2022-09-26
Hrishi Patel	2022-09-26
Karan Singh Rathore	2022-09-26
Qiwei Sun	2022-09-26

*note, by filling in the table this indicates that you have read and agreed to the charter.