

# Team JWZ Charter

## Purpose

**State the reasons for the team's formation and the its purposes. Who are your stakeholders, and what are their expectations of and for the team?**

The reason for the formation of the team is because we all met each other on the first day of the 2<sup>nd</sup> semester. Some of us already knew each other from the 1<sup>st</sup> semester. For 3 days we have hung out with one another and come to know each other. Our stakeholder is Aissha and our coach is Nick. The expectations of the team are that we all are going to work together to make sure we can progress to the 3<sup>rd</sup> semester and in addition get our propedeuse. We all want to work hard in achieving this goal of ours and help each other in times of need.

## Goals

**What are the team's project, process, and quality goals? To what level of performance are team members willing to commit?**

We are committed to do whatever it takes to make sure we can progress to the 3<sup>rd</sup> semester. The level of performance we want to achieve is high. Our main goal is to go for a "Good" but we are also trying to go for an "Outstanding".

## Member Roles and Responsibilities

**While some team responsibilities are shared by all members, collaborative teams work best when members also have unique roles and responsibilities. These could be technical and/or project management-related (e.g. meeting facilitator, documentation coordinator, information manager, point person for sponsor/advisor communications, etc.).**

Team Member	Roles/Responsibilities
Finn	
Angelo	Information Analyst (Feedback Documenter)
Jan Carlo	
Steve	
Harun	Project Manager

## Ground Rules

**How and when will this team meet? What are the norms and ground rules the team will agree to? How will you conduct discussions and make decisions? How will you handle dissenting views among members? How will you hold each other accountable for living by these rules and for task completion? What kind of participation and level of commitment do you expect from one another?**

- If there a good reason for coming late then there will be no problem. (e.g. Train delayed, family problems)
- You can't come later than 15 minutes except if you have a reason that coincides with the rule above. If you are later than 15 minutes without letting us know or with a bad reason (overslept),

you can get 2 warnings. A 3<sup>rd</sup> time you will get a yellow card. If it happens for a 4<sup>th</sup> time you will get a red card.

- If you are later, you will let the group know by a way of phone call or a text.
- You will work together with other team members and keep them updated on the progress you have been making.
- If everyone agrees that you are not doing enough work in the group you will get a yellow card. And if nothing changes within 2 weeks you will get a red card and be thrown out of the group.
- If you are absent without us knowing it you can get 2 warnings. However if you are absent for a 3<sup>rd</sup> time without us knowing it you will get a yellow card. If it happens for a 4<sup>th</sup> time you will get a red card.
- At least once a week you will show your work and progress to the group members to keep them updated.

## Potential Barriers and Coping Strategies

**What barriers to effective teamwork might potentially arise in the course of completing your project and other team obligations, and how will you handle them if they materialize? What problems with team dynamics have you experienced in the past, and how will you handle them if they come up again?**

- The barriers we might face is that one of our group members might potentially quit school and we are left with one less group member.
  - One of the members might potentially not do much and leech off of the other members of the group.
  - We might do the entire assignment wrong and thus have to start all over again.
1. The group members will communicate with each other and if someone might be thinking of quitting school they will let us know so that we can communicate with the remaining members and split the work load of the departing member.
  2. The group members will communicate with each other to prevent this and if someone notices that someone is not doing much, he will discuss this with other members and make sure that the group member is spoken to about the fact that he is leeching off of the others work.
  3. We will prevent this by communicating with our coach and getting feedback from him on our work.

## Signees

**Have each member sign and date the charter to signify that the contents are agreed upon by the whole team. Electronic signatures are fine.**

Harun:	05-09-2019	<i>Harun Erdogan</i>
Angelo:	05-09-2019	<i>Angelo van Rooij</i>
Finn:	05-09-2019	<i>Finn Habraken</i>
Steve:	05-09-2019	<i>Steve Muheto</i>
Jan Carlo:	05-09-2019	<i>Jan Carlo Hendriks</i>