

Team 4 Group Charter

Above the Curve (AC) Consulting

Atmosphere/Climate	Roles/Responsibilities
<ul style="list-style-type: none"> - All ideas are welcomed - Safe space for everyone to speak up - Get to know each other - Share fun! 	<ul style="list-style-type: none"> - Members are expected to be prepared & on-time for group meetings - Complete tasks on time
Creativity	Maintain Focus
<ul style="list-style-type: none"> - All ideas are accepted - Be inspired - Think outside the box - 	<ul style="list-style-type: none"> - Do not get side-tracked - Follow timelines - Ensure deliverables are met and completed on time
Criticism/Feedback	Confidentiality
<ul style="list-style-type: none"> - Constructive feedbacks are acceptable - Be mindful of your tones and words - 	<ul style="list-style-type: none"> - Don't share confidential information to outsiders - Acquire explicit written permission from our client before disclosing any information to 3rd parties
Openness/Communication	Participation
<ul style="list-style-type: none"> - Be open to ideas - Concise communication 	<ul style="list-style-type: none"> - Everyone needs to participate and contribute to the project - Speak up - Engage in discussions
Sensitivity/Respect for Others	
<ul style="list-style-type: none"> - Respect everyone's opinions and ideas - Constructive criticism 	

Attendance at Meetings:

- How often should we meet? and how should we meet?
At least one meeting per week on Thursday or when required via Zoom.
- How long should we meet for? When is it OK to miss a meeting? 30 minutes.
It is ok to miss a meeting when something last minute comes up

- Since meetings should start on time, how do we deal with lateness? What does “on time” mean?

“On time” is defined as arriving 2-3 minutes early. Frequent or habitual lateness (defined as 2+ in a row, or 3 total) will result in punitive measures deemed appropriate by the group.

- What peer evaluation penalty should we assess to those that miss one or more meetings?
Missing more than one meeting without a valid reason will result in a lower mark for the project

Group Participation:

- What do we mean by participation?
Workload distribution should be equitable, reasonable, and catered to members’ relative strengths to the extent possible.
- How should we encourage participation?
Constructive criticism will be not only encouraged, but obligatory for all members. This will help ensure continuous improvements throughout the project.
Ask questions and prompt discussions regularly

Goals:

- What are our team’s performance goals and objectives?
Above the Curve and deliver what the client wants

Norms:

- How do we deal with people who dominate, resist, or are too quiet?
Turn on cameras during virtual meetings to ensure everyone is actively listening
- Do we need a project manager? If so, how do we assign a project manager? And, how do we remove a project manager, if deemed necessary?
- How will important roles be assigned to team members during the semester?
We’ll assign important roles based on team members’ skills and capacity available
- How will we monitor our progress?
Create a checklist of all the deliverables
Ensure all tasks/steps are time-limited and integrated into the timeline

Decision Making:

- What is the definition of key decisions?
Decisions that impact the progress of the project and to move the project forward
- How do we make key decisions?

Open debate followed by a vote on proposals; if the team cannot form a consensus, a supermajority of 75%+ is sufficient to overrule any objections.

- What does consensus mean?

Consensus means all members are in agreement.

Conflict:

- How will the team manage differences of opinions and different perspectives?

Differing perspectives are reflective of the diversity within the group, and should be facilitated in a constructive manner. Personal attacks, demeaning comments, and other counterproductive “feedback” will not be allowed.

Sanctions:

- How will the group deal with members who violate the group charter?

Efforts will be made by the group to highlight problematic behaviors with warnings, with punitive measures enacted only as a last resort.

- What peer evaluation penalties should be assessed with violators?

Penalties will be determined by the group as deemed appropriate, up to and including deductions in said member(s)' grade.

Closure:

- How will we celebrate the conclusion to our project?

Celebrate promptly with a small party at someone's house.

Roles and Responsibilities:

Leader: Jaiden

Facilitator: Emily

Recorder: Tianci

Members: Nora, Daisy, James

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Yuling Dai

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Daisy