C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for import 69-TeamName**

**Team 69 – import TeamName**

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| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Johnathan Chin | jchin32@gatech.edu | Email |
| Jonathan Najjar | jnajjar@gatech.edu | Email |
| Hoa V Luu | hluu@gatech.edu | Email |
| Yumin Jeong | Yjeong73@gatech.edu | Email |
| Matthew Orubina | Morubina3@gateh.edu | Email |
| Member 6 | Contact 6 | Pref 6 |

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| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Johnathan Chin | Follows Directions | Public Speaking |
| Jonathan Najjar | Management | Over talking |
| Hoa V Luu | Teamwork | Focus |
| Yumin Jeong | Flexible | Indecisive |
| Matthew Orubina | Personal | Lethargic |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

For this project our team will be implementing the SCRUM model to stay on task. In order to reach our goals, our team plans to have all assignments submitted promptly at each due date. If each team member’s work is not completed promptly then there may be consequences regarding the team member in question.

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

**Jonathan Najjar – Project Manager** – In charge of initiating discussions throughout meetings, arrange meetings, coordinate team members, mediate internal conflicts, and to steer team in the right direction.

**Matthew – Shaper–** As a shaper Matthew will be in charge of keeping the team on tasks throughout discussions and make sure all team members have their assignments ready to turn in at the due date. Accordingly, Matthew will solely be in charge of submitting the assignments.

**Johnathan and Henry – Planter/Implementor** Will work in the roles of a Plant and as an Implementor. As a Plant, duties will entail finding creative solutions to problems faced throughout the design of the project. An an implementor, they will make sure all tasks are approached equally with the same care and methodology as others.

**Yumin – Monitor/Completionist –** Yumin will help evaluate ideas throughout group discussions and help decide which ideas should be pursued. Finally, Yumin will evaluate code documentation to make sure it accurately describes the programs processes.

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

We plan to meet a minimum of twice a week every Tuesday and Thursday from 10:00 am through 12:00 pm. If extra meetings are necessary for the week then we can meet on the weekends to complete any unfinished weekly tasks. At these meetings everyone will discuss how they implemented each of their tasks and discuss any roadblocks that they may have encountered.

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

As a team we all except each other to put their best effort into this assignment. Accordingly, we except each other to arrive to each meeting on time and with a good attitude. Secondly, we are flexible and understanding of events that may occur of the semester such as a family emergency, sickness, and exams. If any of these events occur over the semester we will be lenient if a team member has to miss a meeting or has to leave a meeting early.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Acceptable excuses agreed upon by our team constitutes the following: sickness, GT events, exams, interviews, and family emergencies. Accordingly, acceptable excuses are subject to be appended upon throughout the semester as the team sees fit. Finally, the team must be notified by the team member who will miss the meeting.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

I a team member can not attend a meeting then they must notify the team through email or GroupMe. If a team member is not completing work on time then the team manager will have to meet and discuss with them privately about their performance. If the manager lacks competence or does not complete there deliverables on time then the team can vote to remove the manager from their position. If issues continue with team members and cannot be resolved within the team then the professor will be contacted as a third party to discuss resolutions.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

Team members are expected to try their best when attempting individual tasks. Secondly, if team members are unable to complete their assigned tasks then they are expected to address the team before or during the meeting on why they were unable to complete their tasks. Accordingly, we believe that if a team member runs into a roadblock when attempting their assignments then they should ask for help from their teammates.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

We expect team members to show up with a good attitude and expect all team members to treat each other with respect. Accordingly, we expect all team members to voice their ideas and to listen and respect the ideas of their colleagues. Finally, it is expected of team members to go with the majorities opinion even if it conflicts with your opinion.

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

To keep the team on track we will be using ZenHub to display clear and specific tasks to be completed. Secondly, we will log the discussions of each meeting so that if a team member misses a meeting they will easily be able to be filled in on past discussions. Team members will be rewarded with positive feedback from their colleagues. Finally, if team members performance is below expectations then they will have to meet with the team manager in private to discuss resolutions to the issues raised.