**Team Charter**

**Team Goals**

Our main goal as a team is to develop an efficient and effective project plan for the Louisville Urban League’s Youth Development and Education Program. The plan should centralize user data in order to generate quality reports which allows for the opportunity to receive more grants. We also would like to develop team building skills and develop our communication skills. Becoming active listeners, good public speakers, and enhancing documentation skills are just few specific goals we have as a team. Another goal, of course, is to obtain an ‘A’ on the project, while at the same time helping out a non-profit organization in the way that they have helped our community.

**Team Meetings**

Our team meetings are not a scheduled day of the week; however, we try to meet at least twice a week, often before and directly after class because we are all in the College of Business for this class. Also, due to the way all of our schedules work out, we meet for about four hours on Monday and Wednesday afternoons but these times and days are subject to change. Some reasons that these meetings could possibly be postponed or cancelled are due to conflicting work schedules, exam or homework needs for other U of L classes, or unexpected incidents. This also, sometimes leads to meetings where not all of the members can attend so anything that was accomplished during that meeting can be found on Blackboard and are distributed through e-mail. Meeting arrangements are announced through face to face communication, electronic mail, phone, text, or our blackboard group discussion board. We have a group leader, but we try to decide as a team when and where meetings should take place in order to meet everyone’s needs. Our meetings are casual and relaxed, but we try to use every minute wisely and productively. We plan ahead what meetings will cover and each member takes their own notes on the topics we plan to cover prior to the meeting. During the meeting, each member takes notes on what they feel is important, however we also collaborate member ideas into the Iteration documents.

**Team Communications**

Among our team members, communication is not as structured as most other group’s communication might be. Fortunately we have a team that works well together due to our similar personalities, similar interests, common work ethics and common scheduling. Our favored communication medium is e-mail, because it allows for a paper trail and an easily accessible referencing mechanism. Decisions will be made through group discussions and during team meetings. We have decided to make Josh Wachsman our group leader and he is in charge of being the form of direct communication with Kevin Fields. If someone has a question they need to ask Mr. Fields, Josh will then send him an e-mail and then post the answers on the group discussion board, file exchange, or e-mail all group members. The reason Wachsman has the only direct contact with Mr. Fields is so he is not overloaded with the same questions and so that he can create a more personal relationship with him. It will be easier for Mr. Fields to make a more personal relationship with one member of our team rather than all five. This allows, hopefully, for quicker email and phone responses back to Wachsman with answers that our team may need.

**Team Decisions**

All of our team decisions will be made by majority rule. We came up with this idea at our first team meeting in order to limit disputes. Since there are an uneven number of members in our group, there should never be a situation where a tie can occur. Although a tie is not possible, everyone will have a chance to state their case if they don’t agree with the majority in order to try and persuade others to favor their opinion. If major conflict arises, we will first try and resolve it ourselves through a meeting with the group or just with our group leader. If conflict persists we will resort to addressing a higher authority such as Dr. Barker or another faculty/staff member at the College of Business.

**Project Repository**

Our project documentation will be maintained in a variety of ways. One way is electronically through our group file exchange on blackboard. Also, each member of our team will keep copies of all documentation on a flash drive. We also have a team project binder that will be kept with the team leader, Josh. The project binder will be organized by each iteration or phase of the project and dividers will be used to separate the phases. No one member will have the responsibility of creating the formal documents for the binder; this will be a shared responsibility among group members.