Team Microsoft Teams

 Team Charter

**Team Mission and Objectives or Goals**

* [insert specific goal relating to topic choice - TODO once we’ve picked a topic]
* In particular we want to present well at the hackathon since this is a valuable networking opportunity

**Team Member Skill Inventory**

|  |  |  |
| --- | --- | --- |
| Person | Superpower | Why you are Awesome |
| Natasha | Flight | Can organise stuff  Workplace experience  Native English speaker  Good at finding sources/information |
| Godfrey | Being invisible | Kindness  Native Chinese speake  Always can catch up the ddl |
| Si Chen | Psychic | Responsible  Native Chinese speaker  Good taste |
| Steven Liu | Spray fire | Good memory  Native Chinese speaker  Charming |

**Role Identification**

Natasha - Team lead, editor

Godfry - Reviewer,

Si Chen - Chairperson,

Steven - Secretary, Communications coordinator

·        *Team lead: establish communication and coordinate group meetings/deadlines, assists initial division of tasks, track and support team members on individual work, guide process of merging individual work*

·        *Chairperson: Organise meeting agenda and structure, ensure all required topics are discussed and communicated*

·        *Secretary: Track on everyone’s progress and manage every member’s issue, Record meeting discussion and important outcomes, ensure everyone is aware of decisions*

·        *Communications coordinator: Ensure all team members are contributing to discussion and planning, follow up if anyone drops off*

·        *Reviewer: Review work of other team members, suggest changes to individual or group documents post-compilation*

·        *Editor: Read through and modify late-stage documents for clarity, grammar, spelling, polishing*

**Ground Rules**

* Work tasks
  + Task division & (internal) deadlines to be discussed and decided at group meetings
  + Internal deadlines help us keep momentum on the project and build on one another’s work - treat them seriously
  + Do the best you can for the initial version - don’t rely on others to catch your mistakes! (It will also make revisions much easier if there is already a solid foundation)
* Meetings
  + Regular meeting: 1-2pm Tuesdays, Marie Reay (or elsewhere)
  + Everyone should attend (barring  unexpected circumstances eg illness/away from campus)
  + Informal (no firm preparation/agenda unless discussed beforehand) - discuss progress/issues so team is up to date with each other
* Attitude
  + We’re aiming to build a high quality project concept & matching documentation
  + Let’s try and do well for the hackathon (please :) )
* Contacting
  + Discord (constantly available)
  + Regular meetings outside workshop
* What will serve as acceptable excuses
  + We’re all full time students - plan around other assessments and alert the group early if there’s a problem. Missing a deadline/meeting because of other uni work means you owe the group snacks :)
  + Missing a deadline/meeting for unexpected personal/work/COVID/other reasons is fine, but let the group know ASAP (especially if it’s an external deadline)
* Conflict Resolution Mechanisms
  + Conflicting ideas should be resolved by internal discussion
  + Communications coordinator is initially responsible for following up on issues with lack of contribution/communication
  + Escalate to teaching staff if internal resolutions aren’t successful

**Preliminary Project Plan**

|  |  |  |
| --- | --- | --- |
| Week | Goals | Group notes |
| 1 | Begin literature review (initial: 1-2 sources per person)  Discuss progress on Tuesday, report back on Friday  Complete draft charter (NP to do for group review on Tuesday?) - everyone fill in their own team skills though | Natasha - Google Responsible AI practices [link], Microsoft Responsible AI [link]  Godfrey - Wearn, O. R., Freeman, R., & Jacoby, D. M. (2019). Responsible AI for conservation. *Nature Machine; Nabavi, E., & Browne, C. (2022). Five Ps: Leverage Zones Towards Responsible AI. arXiv preprint*  Si Chen - Responsible AI Toolkit: PwC [link]; Zhu, L., Xu, X., Lu, Q., Governatori, G., & Whittle, J. (2022). AI and Ethics—Operationalizing Responsible AI. In *Humanity Driven AI* (pp. 15-33). Springer, Cham.  Steven - Ghallab, M. (2019). Responsible AI: requirements and challenges. *AI Perspectives*, *1*(1), 1-7.; Design methods for Responsible AI [link] |
| 2 | Select a topic based on lit review outcomes (discuss in Fri workshop) |  |
| 3 |  |  |
| 4 |  |  |

 Brainstorming topics:

* Survey methods for identifying regional/cultural ethical preferences
* Modern art creation：AI painting
* Acoustics ML – voice screening for non-voice applications

**Performance criteria**

1. Effective contribution towards project discussion & decisions
2. Effective contribution towards group organisation, communication & function
3. Respect internal & external deadlines
4. Develop high quality project outputs
5. Good working attitudes and concentration to the project

**Team Member Sign Off:**

I have participated in the development or review of this charter and agree to it.

Team Member: Natasha Pegler u7447030

Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seminar tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: