COMM 1100
Teamwork Project – Team Charter

Due Date: Sunday of week 8 by 11:59 pm Est

Weight: 10% of the project

Topic: __Wellness_____

This team presentation is due in (week) ____12/13_____and is worth: _25___%.

Names and Contact Information

Name	Contact Info
Yash Raut	**yash.raut@dcmail.ca**
Kazi Jannat	**kazi.jannat@dcmail.ca**
Tinu Basil	**tinu.basil@dcmail.ca**
Dustin Evelyn	**dustin.evelyn@dcmail.ca**
Rutu Sharma	**rutunileshkumar.sharma@dcmail.ca**

Our Topic is:

 Wellness (technology includes apps that make people healthier, happier, and more well).

Member Strengths

What strengths does each group member bring to the team?

Student Name	The Strengths / Skills / Interests I Bring To This Project Are:	How will the group utilize these strengths?
Kazi	Leadership	Leading the group.
Yash	Technology/editing	Take responsibilities about the presentation
Dustin	Problem Solving skills alongside with being a good listener	Listening to the group and solving technical problems if needed.
Tinu Basil	Research	Finding resources for the project.
Rutu Sharma	Support/assisting	Will help every member of the group with their particular tasks

Group Member Deficits

List one personal deficit each person has that may affect the group? Identify it here, and commit to overcoming that deficit throughout this project:

Student name	Deficit(s) to Overcome	How will the group overcome this deficit?
Yash	Never done a group project (face problems while communicating in groups)	I will share my ideas with more confidence and try public speaking
Dustin	Often checking contact details	If I'm not answer via email, try another method.
Tinu	Lack of free time	I will try to be better at time management.
Kazi	I have done before the grope project	I want to share all my ideas with every member of my group, through all the members they can get an idea about my idea.
Rutu	Hardly attends calls	Can communicate via texts or emails

Concerns

What concerns do we as a group have about this project, AND what solutions can we offer to address the concerns? (must include a minimum of two concerns and accompanying solutions)

Concern	Solutions
Communication barrier and we do not know each other, never even talked before.	We will try to communicate more and listen to each other's perspectives.
Time management because everyone has classes at different time periods.	We will try to communicate virtually as much as possible or have in person meetings at weekends.

Dealing With Members Who Are Not Communicating

How will you deal with group members who are not communicating with the group? What specific strategies will you use to help ensure a smooth project?

We will try to communicate with that member and use other means of communication via email or text or a call. If he/she does not respond for 2 days, we will distribute the work among us and remove that member from the group.

Team Meeting Procedure

Meeting Frequency

How often will the group meet throughout the project?

> **Once or twice a week, depending upon the situation.**

Meeting Duration

How long will each meeting be?

> **Between 1 to 2 hours**

Meeting Location

Where will your group meet? Online? In-person? A combination of the two?

> **We will communicate both remotely and on campus.**

What Tech Will You Use?

What technology will your group use throughout the project? For example, will you use technology for meetings? What about sharing documents?

> **We are using Microsoft teams and google documents for sharing documents, PPT for the presentation and emails for communication.**
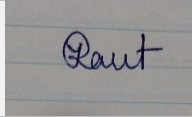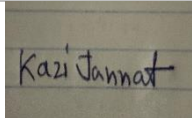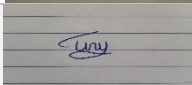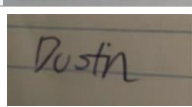
Member Roles

Assign the following roles. Each member will be held accountable to their assigned role(s):

Role	Assigned Student
Facilitator: organizes and facilitates meetings. The facilitator sets the agenda and makes sure everyone's voice is heard.	**Kazi**
Summarizer: summarizes what was discussed in each meeting. The summarizer also outlines the next steps for the project after each meeting, including who's responsible for what.	**Yash**
Note Taker takes meeting notes. The note taker is responsible for posting the notes somewhere group members can access.	**Tinu**
Progress chaser: follows up with group members to ensure that things move forward. The progress chaser is responsible for making sure everyone stays on track.	**Dustin**
Timekeeper: the timekeeper is responsible for ensuring everything happens according to the schedule. This includes reminding everyone how much time is left in meetings, as well as the project as a whole and what's left to be done.	**Rutu**

Signatures

Enter your name and apply your digital signature or sign below as an acknowledgement that you agree to the details entered into this charter, including the timeframe for visiting the CCRS on campus.

Student Name (Print)	Signature
Yash	*Raut*
Kazi	*Kazi Jannat*
Tinu	*Tinu*
Dustin	*Dustin*
Rutu	*R. Nasharma*