# Team Charter

# Team 20

## Team Mission and Objectives or Goals

* 1. To foster a proactive and supportive communications ethic
  2. To complete the tasks to a minimum credit standard
  3. To be proactive in timely completion of tasks.

## Team Members and Skills

* 1. Kenneth Knight – [bashemlots@gmail.com](mailto:bashemlots@gmail.com)
     1. 46 y-o fulltime Carer / Father
     2. Diploma in Electrical Engineering
     3. Certificate II in Mechanical Engineering (Heavy fab)
     4. 2 years Bachelor of Teaching (Primary) / Arts
     5. Some auto electrical
     6. 5 years total security industry (technical and sales)
     7. Proficient with Microcontroller Programming and Development
     8. Programming could be considered intermediate overall but beginner / intermediate in any language.
     9. Machine Code, Assembly, Basic, C, Java, Python, Micropython, HTML, HTML4 and CSS.
  2. Hayley de Kruiff - [hdekru01@csu.edu.au](mailto:hdekru01@csu.edu.au)
     1. I have worked with the languages Java, Python, HTML, Javascript and CSS.
     2. My knowledge of programming is beginner / intermediate.
     3. My background is in Administration and Customer Service.
     4. I am able to dedicate a minimum 8 hours a week to this subject. My other subjects will also require a similar commitment. I am able to do some work on weekends, but will primarily work during the week.

## Roles

* 1. Roles will be split as evenly as possible and will vary depending on the assessment. For example: If team member A leads one meeting and team member B takes minutes, roles will be switched in the following weekly meetings.

## Ground Rules

* 1. Team members are responsible for their tasks - if they are unable to complete the work by the deadline (dependent on iteration), they will let the team know either immediately or by the end of the iteration.
  2. Tasks will be allocated to team members using the iteration documents or Discord.
  3. Tasks will be completed within the iteration timeframe.
  4. If a team member disregards the rules and responsibilities, a strike will be given (see ‘7. Conflict Resolution Mechanisms’).

## Meetings

* 1. Meetings will be held through the group Discord in the ‘Meetings’ channel.
  2. Meetings will be held every Tuesday at 1PM.
  3. Additional meetings will be agreed to.
  4. As there are only 2 members, meetings will not be held without the other member.
  5. Each meeting will have rotating roles. For example, one team member 1 hosts the meeting one evening and team member 2 scribes the meeting, the roles will be switched for the next meeting.
  6. All meetings will have minutes taken and kept in the ‘Minutes’ channel of the group Discord.
  7. summaries of non meeting communications may be entered into the minutes, preferably at the beginning of business.

## Communication and Documents

* 1. ‘Discord’ will be used for communication throughout the group.
  2. ‘GitHub’ will be used as a repository.
  3. ‘Google Drive’ will also be used for cooperative creation, editing and planning of documents before they are uploaded to GitHub.

## Conflict Resolution Mechanisms

* 1. ‘3-Strikes’ system will be implemented to ensure that the team is communicating and completing the work allocated to them.
     1. Team member is given a reminder of charter / rules via discord.
     2. Team member is given an official warning via e-mail.
     3. Team member will receive a strike. The strike is recorded in the minutes.
  2. The team member’s third strike results in removal from the team.

## Signed:

* 1. Hayley de Kruiff
  2. Kenneth Knight

Date: 02/08/2019