

# Team Operating Principles

## Job Consumers

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### Team Contact Information

Name	Email	Phone
Daniel Routhier	<a href="mailto:routhierdf@vcu.edu">routhierdf@vcu.edu</a>	804-661-8250
Carlos Cartagena	<a href="mailto:cartagenacd@vcu.edu">cartagenacd@vcu.edu</a>	804-661-8409
Kevon Mahban	<a href="mailto:mahbank@vcu.edu">mahbank@vcu.edu</a>	804-393-3380

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### Team Attributes

Name	Strengths	Weaknesses	Role	Availability
Daniel Routhier	<ul style="list-style-type: none"><li>• System development</li><li>• Team collaboration</li></ul>	<ul style="list-style-type: none"><li>• Availability</li></ul>	Team Leader	M/W afternoon: T/Th morning
Carlos Cartagena	<ul style="list-style-type: none"><li>• Leadership</li><li>• Communication</li></ul>	<ul style="list-style-type: none"><li>• Stubborn</li></ul>	Contributor	M/W/F/wknd: All day
Kevon Mahban	<ul style="list-style-type: none"><li>• Team leadership</li><li>• Pace of absorbing new skills</li></ul>	<ul style="list-style-type: none"><li>• Overwork self</li></ul>	Design	T/Th: afternoon  wknd: all day

### Team Rules and Expectations

- All members will be present on at least Thursday's class time

- Effectively and timely communicate unforeseen circumstances (Example: texting about a car crash)
- Weekly goal productivity and completion (Example: everyone contributing and completing assignment on time)
- Resolve disagreements democratically

### Consequences for Noncompliance

When any rules are broken, expectations unmet, or other behavior that harms the team exhibited, the team member(s) who committed the offense will be asked for a reason for the noncompliance. If behavior continues unexcused they will be warned, reminded of this document, and taken off the grade for the next assignment. If behavior continues after that, they will be removed from the group for an indefinite period.

While not encouraged, team members who are absent, yet provide acceptable workload towards our weekly goal, will not be penalized; However, if proficiency in their workload declines, .5 percent will be deducted from that member's course grade per assignment.

### Code of Ethics

- Respect one another
- Show up to class and meetings on time
- Putting in effort and working to completion
- Meet weekly expectations

### Team Bios

**Daniel:** I'm an Information Systems major interested in systems design and development. I strive to be a servant leader putting others needs first and maintaining quality work. I'm happily married and enjoy playing board games with my wife.

**Kevon:** A Senior in Information Systems, tenaciously studying security, moving towards a better future.

**Carlos:** I am a senior in information systems. I love Star Wars and video games. I always try to improve myself, either knowledge-wise or physically.

### Signatures

I have read and agree to abide by the operating principles contained in this document.

Carlos Cartagena

Daniel Routhier

Kevon Mahban

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