C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**Enter team identifier**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Kishan Patel | Contact 1 | Pref 1 |
| Ryan Li | Contact 2 | Pref 2 |
| Jonathan He | Contact 3 | Pref 3 |
| Kiersten Schutz | Contact 4 | Pref 4 |
| Qiong Wu | Contact 5 | Pref 5 |
| Member 6 | Contact 6 | Pref 6 |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Kishan Patel | Flexibility | Procrastination |
| Ryan Li | Keeping Track of tasks | Instigating Conversations |
| Jonathan He | Communication, coding skills | Time flexibility |
| Kiersten Schutz | Finding and solving problems | Organization |
| Qiong Wu | On time and art | Not many coding experience |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

1. Want to have satisfactory code by the milestone deadlines and we can continue to work on extra credit/debugging/additional features on the week after.
2. We all want an A and we will put in the work for it.
3. Will pursue the extra credit as long as it does not interfere with the features needed for the milestones.
4. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Ryan – keeping us on track, making sure things are getting done

**Qiong – meeting minutes**

**Jonathan – making sure meeting times are followed**

**Kishan – ensuring everyones opinion is heard**

**Kiersten – questioning (devils advocate)**

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Wednesdays and Fridays at 1:10

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

We expect everyone to be on time or to tell the rest of the group that they will be late.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Important matters for another class, any other emergency that would be excused in a regular class, we will decide what is acceptable when certain matters arise.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

We will work throughout the week to make sure that if this happens and the other team members must pick up work, it can be done quickly and on time.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

We expect everyone to contribute to the meetings. Participation will be correlated with discussion and ideas

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

We will discuss all ideas and whether they are reasonable to implement

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

Giving updates on each part of their assignments so that we know the code is being worked on.