R&D Kitty team  
 charter

Together, we’re stronger!

# COMMON GOALS

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| --- | --- |
|  | Our common goals are to work together help each other grow our technical skills, personalities and maturities in a respectful environment. We aim to accomplish successful outcomes with our R&D Project and resolve conflicts directly in time. |

## Core Values

* Respect
* Honesty
* Diversity
* Teamwork
* Professionalism
* Flexibility
* Creativity
* Passion
* Excellence

## Potential obstacles

There are several obstacles that may hinder our progress. However, understanding these obstacles and being proactive about the solutions will help to avoid potential conflicts. These potential conflicts include:

* Personal commitments such as lovers, dogs, other home responsibilities :).
* School commitments including clubs, activities, etc.
* Poor communication
* Poorly defined roles (for tasks and/or group work)
* Unresolved Conflict
  + Personal
  + Academic

We will address these conflicts by applying our core values and shared goals to handle each situation as it presents itself.

## Ground rules

We expect that team members:

* Be on time
* Do his/her part
* Contribute to the group in discussions and work

If ground rules are violated, we’ve established the following consequences:

* Lateness
  + One offense: receive a fine of 5,000 VND
  + Two offenses: receive a fine of 5,000 VND
  + Three offenses: receive the fine of lateness. Team meeting is open to warn.
  + Any lateness will result in the loss of decision making power prior to appearing at the meeting
* Not completing work
  + No credit on the task
  + Group performance is reduced
  + Open a whole team meeting resolve the work on time. If the person in charge cannot complete the work due to low sense of responsibility, the one will be warn and receive a penalty discussed the meeting.
* Not contributing in group work/discussion
  + Call a group meeting that is nonacademic to reevaluate group goals and objectives
  + If behavior does not improve, removal from the group will be discussed

If ground rules are followed consistently, we will have the following rewards:

* Punctuality

If everyone is on time, we will be able to get right to work and complete our tasks in a timely manner. Also, everyone is on time for every meeting, we will all go out to have a hot pot dinner at the end of each sprint.

* Completing all work

If everyone completes all assignments effectively, we will be rewarded with knowledge and with high marks.

* Contributing in group work and discussions

If everyone contributes in our group work and discussions, we will be rewarded with the shared learning experience and perspectives of our colleagues.

## Communication plan

* Daily Meeting Time and Location (as of now): 9:00 every morning @Bosch
* Communication Avenues: Skype business / Face-to-face

## Contacts

Following is a complete list of all team members:

|  |  |  |
| --- | --- | --- |
| Name | Contact Numbers | Emails |
| Nguyen Anh Quan | 090 799 04 90 | 1359049@itec.hcmus.edu.vn |
| Le Huynh Anh Tuan | 090 815 77 82 | 1159056@itec.hcmus.edu.vn |
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## Change History

Following is a complete list of all team charter changes:

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes |
| 1.0 | 10/12/2016 | My Dang | Initial version |
| 1.1 | 12/23/2016 | My Dang | Update Lateness and Not completing work |