

Assignment1: Group Members

Due Date: Friday January 26, 2024, at 11:59 pm (10 points)

Select your team members.

Provide a professional-looking document that includes the following:

- **Team Members** - List the names of your team members and their phone numbers and email addresses. This will provide a directory for your team later on. Each team should have **four** members.
- **Agreed Upon Meeting Times** - You and your team should compare schedules so that you can agree on a time or set of times that allow you to meet as a group to work on the assignments. If you discover any conflicts, you should reevaluate whether you should be a team. You may want to think about using a software collaboration tool or other available technology to help reduce the dependency on same place/same time meetings.
- **A List of Team Rules and Expectations** - In the past, you probably have all worked with at least one other person. As a team, share some of those experiences and discuss whether those experiences were positive or negative. Based upon your discussion define a set of team rules and expectations.
For example, how should the team resolve conflicts? What happens if someone misses a meeting? Two meetings? Three? etc.? How will the team deal with someone who does not contribute equally? Each member of your team should agree to these rules. Do not take this lightly.
- **A Code of Ethics** - A project team has a responsibility to themselves and to their client or sponsor. You may want to start by developing a list of values that you and your team members feel are important. Based upon that list, develop a statement or itemized list that summarizes those values to guide your team's ethical behavior.
- **Signatures** - Each member of your team should sign the team charter. This will indicate that each member has read, understands, and agrees to the rules and expectations of the team.

Hand In

1. One and only one document needs to be submitted per team by the above due date.
2. Use Canvas to submit your work in this assignment, convert your document to PDF and submit one PDF file.