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…)** |
| Bowen Ran | [bran3@gatech.edu](mailto:bran100@gatech.edu)  (315) 706-8689 | GroupMe/Email/Text |
| Nenad Stanic | nenad@gatech.edu  (678) 315-3650 | GroupMe/Text/Email |
| Samantha Mann | [smann9@gatech.edu](mailto:smann9@gatech.edu)  (619) 602-5031 | GroupMe/Email/Text |
| Armand Raynor | [armand\_r@gatech.edu](mailto:armand_r@gatech.edu)  (770) 371-0856 | GroupMe/Email/Text |
| Okubay Gebrelibanos | [Hosana@gatech.edu](mailto:Hosana@gatech.edu)  6786005735 | GroupMe/Email/Text |
| Daisha White | [Dwhite97@gatech.edu](mailto:Dwhite97@gatech.edu)  (404) 840-8068 | GroupMe/Email/Text |

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| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Bowen Ran | Hardworking | Procrastination |
| Nenad Stanic | A lot time , dedicated | Can get easily distracted |
| Samantha Mann | Web development, past software development experience | Busy schedule |
| Armand Raynor | IOS development, past software development experience | Busy schedule |
| Okubay Gebrelibanos | Dedicated | Often runs late |
| Daisha White | Quick leaner, interested in software development | Busy schedule |

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?*

Our team expects to output a high quality, efficient, and user-friendly product. The team will stick to our schedule to make sure tasks are completed on time and we don’t fall behind on work. All team members will put forth their best effort to make meaningful contributions to the project.

1. **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.*

The team has decided to take responsibility for the following main roles, however each team member is open to and expected to share responsibilities when it will benefit the project:

Samantha – Coordinator, Resource Investigator (Will arrange team meetings, record what has been discussed, and make sure that the team keeps a reasonable schedule and goals while working towards the final project)

Daisha – Plant, Specialist (Will be an idea person, and constantly striving to gain as much knowledge about the task at hand)

Armand – Complete Finisher (Will ensure that all completed assignments are of quality and that the team maintains high standards throughout the project)

Bowen – Teamworker, Shaper (Will be task focused and make sure to help other team members throughout the lifetime of the project, and keep workflow running smoothly)

Nenad – Implementer (Will be responsible for anything that is not as sought after and will take on any task that is available)

Okubay – Monitor evaluator (In charge of making sure every opinion is heard, and questioning)

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

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

All assignments should be completely finished and reviewed by two days before the due date. This gives us a one day long alternative time for any unexpected emergency. Up until then members are free to work at their own pace. However, the group should sometimes check each member’s working progress to avoid emergency situations. Meetings will be held according to the discussion of the team.

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

Attendance is required because group meetings give everyone an overall idea about what we are doing, what we should do next, and how we are going to do it. Our team will figure out weekly meeting times which everyone can attend using a whenisgood poll. Leaving early or arriving late is, in some case, understandable as long as it is within reason (class/prior commitments… elaborated in acceptable excuses). Meetings will be held at least once a week, and additional meetings will be arranged if necessary.

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

**Acceptable:**

a. I had a medical emergency.

b. I had a family emergency.

c. I had a major accident or a disaster.

d. I had a job interview.

e. I had to participate in an approved Institute event.

f. I had class/an exam.

**Not acceptable:**

a. I was too busy with the requirements of my other courses, my job, etc.

b. I didn’t know that this meeting existed.

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)?**

The person will have to communicate with the team as soon as possible, via GroupMe, email, or text (include all team members in this communication). The group will discuss how to divide the task among remaining team members.

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?**

Each member should contribute to and be responsible for their assigned duties. We expect everyone be prepared for team meetings so that the project milestones will be of high quality and turned in on time.

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 encourage each member to share their own opinions. Sometimes we may not be able to implement everyone’s ideas, but we will try our best to compromise and communicate in order to get the best performance.

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?*

At the beginning of each meeting, each team member will be expected to share what they have worked on to keep everyone accountable for their share of work. Also, peer evaluations will reflect how team members have contributed to the project.