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**

|  |  |  |
| --- | --- | --- |
| **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 | 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.** |
| Bowen Ran | hardworking | procrastination |
| Nenad Stanic | Strength 2 | Weakness 2 |
| Samantha Mann | Strength 3 | Weakness 3 |
| Armand Raynor | Strength 4 | Weakness 4 |
| Okubay Gebrelibanos | Strength 5 | Weakness 5 |
| Daisha White | 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?*

High quality, High efficiency, User-friendly

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.*

Roles

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 the night before the due date. This gives us 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. Meeting 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 cause group meeting gives everyone a overall idea about what we are doing, what we should do next, and how we gonna do it. Our team will figure out the meeting time which everyone can attend. Leaving early or arriving late is, in some case, understandable as long as you are not only showing a few moments and do no work.

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.

Not acceptable:

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

b. I want to maintain a good GPA.

c. 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 etc. Include all team members in the email. The group will discuss how to deal with it???

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 the whole team. We expect everyone be prepared for team meeting and hand in high quality works 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 encourage each member to speak up their own opinions. Sometimes we may not be able to implement everyone’s ideas, but we will try our best to compromise and communication 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?*

Peer evaluation