TEAM CHARTER

Version 4.0

Revision History

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Team Charter

# Introduction

## Purpose

The purpose of this handbook is to provide guidance for the development of a team charter.

The handbook is relevant to all teams in the organisation and therefore is relevant to all personnel.

## Scope

This handbook is focused on the development of a team charter; other aspects of project operations are not within its scope.

## Definitions, Acronyms, and Abbreviations

Charter: A guide that serves to focus and motivate a team in its pursuit of its goals and objectives

# Overview and Rationale

The whole project is divided into three stages:

1. Project initiation (include team setup, project challenge targeting, POV generation)

2. Data analysis (Questionnaire generation, data analysis, literature review)

3. Prototyping (Ideation, prototyping, peer review and improvement)

Meeting schedules:

Meeting 6 May: Complete the Emphasize and Define session of Design Thinking. Identify the research topic as Academic Writing.

Meeting 15 May: Decide the topic.

Meeting 20 May: Decide the solution and collect relevant articles.

Meeting 22 May: Preparing for the pitch.

Meeting 27 May: Preparing for the completion of the report.

# Content of a Team Charter

**Team Name : GPT Scholar**

## 3.1 Team Mission and Objectives or Goals

* Begin with a one or two sentence statement of what the team is supposed to do – a statement of why your team exists

As a team, we are trying to figure out how we can develop and use the ChatGPT tool more responsibly on academic writing.

* What are you trying to accomplish in general terms?

Find out users who use ChatGPT for academic writing.

Define the challenges that ChatGPT poses to users and other stakeholders, such as academic accuracy.

Come up with solutions.

* The specific goals and or outcomes that you are hoping to achieve over the life of the team. These include but are not limited to:
  + Objectives relating to task completion
* Providing solutions for ChatGPT to be used more responsibly.
  + Objectives relating to task quality
* Define the problem precisely.
* Conduct sound research.
* Provide actionable solutions.
  + The development of specific team “process” skills
* Members should also identify barriers that may hinder goal attainment (e.g. work commitments, not understanding the work required, failing to adhere to ground rules, etc)
* Project objectives are not precisely defined, resulting in unworkable or deviating solutions.
* Projects may face delays due to inaccurate estimates, improper time allocation, or dependencies between tasks.
* Limited time and source to collect raw data.
* These goals and objectives need not be limited to the course project e.g. you may want to help each other prepare for unrelated tasks

## 3.2 Team Member Skill Inventory

* Team members can identify for the others what they think they bring to the team in terms of the task and team maintenance roles they can fulfill.
* You can also identify any skills or knowledge areas they would like to work on during the team process and to solicit the help of others.
* Experience in academic writing.
* Data analysis skills
* Experience of scientific research
* Knowledge of machine learning and deep learning, their functions and influence.
* Communication skills

## 3.3 Role Identification

What are the different roles that members of the team will take on to support its success? These can be permanently assigned or rotate. Examples include:

* Leader
* Zhaoyun Xu

### Facilitator

* Shuqi Wang
* Scribe/Secretary
* Yijing Jia
* Resource person/Technical support
* Zhaoyun Xu
* Analyst/ Researcher
* Yijing Jia
* Editor
* Shuqi Wang
* Reviewer
* Hsuan Chu Shih

## 

## 3.4 Ground Rules

These are the basic values and operating principles and procedures that will govern your life as a team. They may include such things as:

* Work tasks
  + Assigning responsibilities
  + Setting deadlines
  + Meeting deadlines
  + Quality of work
* Meetings
  + Attendance Expectations
* Full attendance
  + Schedules/times
* Monday 15:00 - 16:00
* Saturday 17:00 - 18:00
  + Locations
* Marie Reay
  + Coming Prepared
  + Protocol
  + Agendas
  + Notifications
  + Record keeping: Yijing Jia
* Attitude
* Contacting
  + Method (Zoom, email, phone, on-line etc.)
* Zoom
* Wechat
  + Limits
* What will serve as acceptable excuses

Conflicting courses or experiments

* Penalties

Make an apology to everyone and buy a meal

* How will you maintain configuration control over your work?

Make meetings regularly and communicate our process and make sure everyone is on their way

* How will decisions be made within the group?

We will first discuss and choose the best decisions with the highest number of people

**Conflict Resolution Mechanisms**

* What are potential sources of conflict and how will you deal with them?

Conflict can arise when team members have different opinions or approaches to solving a problem. To address this, encourage open and respectful communication, actively listen to different viewpoints, and promote a collaborative problem-solving approach. Finding common ground and compromising where possible can help resolve conflicts arising from differences.

## 3.5 Preliminary Project Plan

Once the foundation for a successful team has been laid, team members can then begin to plan for the accomplishment of its course project by working on a preliminary project plan. The project plan can be included in the project overview or duplicated also here in the Project Charter. This should include things such as:

* identification of tasks or processes
* member assignments
* due dates

**3.6 Performance criteria**

Five performance Criteria with descriptions must be prepared and included in the charter.

"Proiect Outputs”:

Designed technically rigorous and responsible research and evidence-based solutions;

developed evidence-based processes used to gain real-world user or external validation;

clearly documented iterated ideation and prototyping processes;

validated project work by experts;

involved physical and virtual representation of ideas;

enabled further opportunities and understandings;

acted on opportunities for new audiences.

“Team Work”:

Evolutionary roles;

engaged experts from specialist fields;

transcended disciplinary boundaries;

supported development of new skills with other team members;

allowed provisions for additional review processes including external stakeholders;

demonstrated help to other teams to reflect on and improve performance.

“Communication”:

Established a shared vision;

established trust between all stakeholders;

developed common models of practice and professional communication;

communicated, listened actively with outside audiences;

empowered members to engage with new audiences.

**3.7 Team Member Sign Off:**

I have participated in the development or review of this charter and agree to it.

Team Member: \_\_u7443726\_Hsuan Chu Shih\_\_\_\_\_\_

Team Member: \_\_u7566045\_Yijing Jia\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_u7666744 Shuqi Wang\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_u7558707 Zhaoyun Xu\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seminar tutor: \_\_ Hamed Aboutorab\_\_\_\_\_

Date: 27/05/2023