TEAM CHARTER

Version 1.0

Revision History

| **Date** | **Version** | **Description** | **Author** |
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| 01/05/2023 | 1.0 | First revision | Group04 |
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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.

The impact of ChatGPT on academic writings

## Scope

This handbook is focused on the development of a team charter; other aspects of project operations are not within its scope. The formation and operation of teams is covered in separate handbooks (see references).

Copyright infringement might affect the passion on creation.

Incorrect information continuously generates incorrect knowledge. Therefore, there exists more errors.

## 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

Meeting 6 May:

Complete the Emphasize and Define session of Design Thinking

Identify the research topic as Academic Writing.

# Content of a Team Charter

**Team Name : Chat04GPT**

## 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

## 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 scentific research
* Knowledge of machine learning and deep learning, their functions and influence.
* communication skills

## 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*
* *Analyst/ Researcher*
* *Editor*
* *Shuqi Wang*
* *Reviewer*
* *Hsuan Chu Shih*

## 

## 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
  + Coming Prepared
  + Protocol
  + Agendas
  + Notifications
  + Record keeping
* Attitude
* Contacting
  + Method (Zoom, email, phone, on-line etc.)
* Zoom
* Wechat
  + Limits
* What will serve as acceptable excuses
* Penalties
* How will you maintain configuration control over your work?
* How will decisions be made within the group?

**Conflict Resolution Mechanisms**

* What are potential sources of conflict and how will you deal with them?
* e.g. All problems will be kept within the group until that is no longer a solution and then we must escalate the issue.

## 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

**Performance criteria**

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

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seminar tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: