

Course Title	CPSC 362	All team members participated in the creation of this charter and agree with its content.
Instructor	Sara Ghadami	
Course Dates		

Team Members (Contact Information)

Name	Address (city, state, country)	Phone	Cell	Email
(Example) Bill Gates	Fullerton, CA	714-123-4567	714-567-8901	billgates@hotmail.com
Bob Dylan	Minneapolis, MN	xxx-xxx-xxxx	xxx-xxx-xxxx	bobdylan@gmail.com
Mary Curie	Warsaw, Poland	xxx-xxx-xxxx	xxx-xxx-xxxx	marycurie@sbcglobal.net
Ada Byron	Liverpool, UK	xxx-xxx-xxxx	xxx-xxx-xxxx	adabyron@mail.com
Von Neumann	Budapest, Hungary	xxx-xxx-xxxx	xxx-xxx-xxxx	vonneumann@yahoo.com
Steve Jobs	Animation City, CA	xxx-xxx-xxxx	xxx-xxx-xxxx	stevejobs@animation.com

Team Member Skill Inventory (Areas individual members can contribute)

Bill Gates	<p>(Note: Delete this example, and fill in with yours uniquely.)</p> <ul style="list-style-type: none"> MS Word, Excel, PowerPoint, Access SDLC, CMMI Project Management Web programming, Database design and development
Bob Dylan	<ul style="list-style-type: none"> MS Word Knowledge, SDLC Knowledge CMM/CMMI Knowledge SEI ATAM Evaluator Certificate
Mary Curie	<ul style="list-style-type: none"> MS Office Suite (Word, Excel, PowerPoint, Project) Software Lifecycles (waterfall, spiral, iterative), Agile methods, Requisite Pro Database (PL/SQL, Oracle 9i) Programming Languages (C#, Java, C/C++, LISP, Assembly M68000, Fortran) Unix (Solaris 9/10, shell scripting)
Ada Byron	<ul style="list-style-type: none"> Database Design and Development Systems Architecture, DODAF Specialist Project Management Numerous Computer Software and Hardware skills including Oracle, Peoplesoft, SQL, C, Microstrategy, Actuate, Informatica, Microsoft Window, Word, Excel, PowerPoint
Von Neumann	<ul style="list-style-type: none"> No experience in industries Recently graduated from the Hungarian University (Computer Science Major) Graduate project: A model for future computing
Steve Jobs	<ul style="list-style-type: none"> 5 years of programming in animation companies

Team Goals (Project goals, team process goals, quality goals, etc.)

- (Example)
- Learn about software processes and software design and architecture.
- Develop a strong, cohesive team and collectively produce the required assignments in a timely fashion.
- Acquire practical software engineering (people, process, tools, and methods) knowledge from teammates.
- Maintain great relationship between teammates.
- Produce and deliver a good final paper to the professor.
- Develop skills to facilitate future career goals.

Team Roles (Define roles of each member to achieve goals)

Bill Gates Team Lead	<ul style="list-style-type: none"> ▪ (Example) ▪ Document any tasks that need to be done with the date the team would like the task to be completed and who is responsible for each task. ▪ Document any ideas and key points.
Bob Dylan Recorder	<ul style="list-style-type: none"> ▪ Responsible for delegating a team member to submit an assignment by the due date. ▪ Make sure all teammates are equally participating in discussions and projects. ▪ Provide agenda to the team with enough time for teammates to review and provide input before every collaboration session. ▪ Communicating with professor/class regarding the team's progress. ▪ Clears organizational barriers that may impact the team. ▪ Focusing team members on the purpose and task of the project. ▪ Ensure team members know the purpose of the team and the overall goal.
Mary Curie Facilitator	<ul style="list-style-type: none"> ▪ Assist lead with the agenda before collaboration sessions. ▪ Make sure collaborations sessions cover all topics outlined in the agenda w/o going over the allotted time. ▪ Make sure each teammate has a chance to provide input during the session without one dominating or one not providing any input. ▪ Remind team of their progress and ask for input.
Ada Byron System Architect	<ul style="list-style-type: none"> ▪ Keeping a current birds-eye view of the project from a technical standpoint. This includes know-how of how one process flows into another process.
Von Neumann Timekeeper	<ul style="list-style-type: none"> ▪ Inform teammates of any changes to the current scheduled collaborations session if collaborations sessions need to be postponed or held earlier for a particular reason. ▪ Make sure team is on schedule with tasks.
Steve Jobs Software Architect	<ul style="list-style-type: none"> ▪ Learn basic knowledge for HWs and distribute know-how to members.

Ground Rules (Meeting schedule/locations, attendance expectations, agenda, assignment completion, communication methods, etc.)

- (Example)
- All team members must be punctual and prepared for each team meeting.
- Participation and input is expected from all team members. All opinions will be considered and equally valued.
- The team will meet at least once each week via chat or conference call to discuss current and upcoming projects or assignments (tentatively scheduled for every Wednesday @ 7pm).
- Team members will notify the lead in advance if they are not going to be able to attend a scheduled meeting.
- Team members should check email at least once a day to stay on top of things.
- Team members should reply to email within 24 hours.
- Team members will turn in team assignments no later than two weeks prior to the due date.
- All team members will be held accountable for their portions of the projects and are expected to complete them in a timely manner and doing the best job they can.
- Notify team of emergencies that may result in not being able to meet deadlines or meetings. The rest of the team will do their best to pitch in on the team assignment.
- Each semester, a different person will be nominated to lead the team.
- The team must maintain open, clear, and effective communication at all times.
- Assist fellow team members when they are in need.
- Maintain a positive, honest, and open atmosphere by respecting other members' suggestions, using constructive criticism, and encouragement.
- No plagiarism. Every member must be responsible to avoid/prevent plagiarism. (how to?)

Time Commitments/Availability (Pacific Time)

Bill Gates	<ul style="list-style-type: none"> ▪ (Example) ▪ M-F, 8pm-9pm (can make other arrangements as necessary)
Bob Dylan	<ul style="list-style-type: none"> ▪ M-F, 6pm-10pm ▪ Saturday, 8am-10am
Mary Curie	<ul style="list-style-type: none"> ▪ M-F 7-8 PM
Ada Byron	<ul style="list-style-type: none"> ▪ M-F, 7-12am (can make arrangements if meeting earlier is necessary) ▪ Saturday & Sunday, all day
Von Neumann	<ul style="list-style-type: none"> ▪ M&W from 5:00 pm - Midnight ▪ T&Th from 8:30 pm - Midnight ▪ Between 6:00 am - 2:30 pm, in case of emergency, anyone can email me at my work email address which is vonneumann@mycomany.com. After 2:30, please use vonneumann@yahoo.com instead.
Steve Jobs	<ul style="list-style-type: none"> ▪ M-F, 8pm-9pm ▪ Saturday & Sunday, all day

Conflict Management (What are potential conflicts that might arise among or between team members during this course? How will team members deal with these and other conflicts?)

- (Example)
- In order to avoid conflict clear roles and responsibilities must be assigned, so that there is no confusion.
- If a team member is not performing, the team lead will speak to the member and try and resolve the issue.
- If conflicts arise, please bring them up to the whole team so that everybody can help to resolve the issue in a peaceful and harmonious manner.
- All team members must settle conflicts within the group as quickly as possible.

Risk Management (What are potential barriers to the achievement of these goals?)

- (Considerations)
- List risks that are chances or possibilities of suffering loss or danger in the project.
- Identify risks.
- Evaluate risks (possibility, consequence, occurrence, urgency, manageability, dependencies, etc.)
- How to avoid/prevent risks?
- How to manage risks? How to minimize risks? How to monitor risks?
- Risk mitigation plan to proactively reduce risks before they become problems. (to reduce the risks)
- Contingency plan for critical risks to describe actions the project (and team) may take to deal with the problems occurred. (to respond to the risks)

Team Evaluation Criteria (List evaluation criteria that will be used to evaluate team members objectively.)

- (Considerations)
- Evaluate objectively by objective evidence as defined here (e.g., team meeting log, documents, email record, etc.), not by subjective opinions.
- When/how/what evaluate?