**Team Charter**

**Course: 18652 Team Name: Plus One**

These are the terms of group conduct and cooperation that we agree on as a team.

**Participation**: We agree to...

equally contribute to the team projects. Everybody is required to make a certain amount of technical contribution, but team members will leverage their own strengths on an as needed basis. Everybody will put in on average the same amount of hours per week toward the team projects. We each agree to spend about 12 hours per week on team projects, depending on other deliverables and course obligations. Every iteration will have a project leader, which will rotate. Tasks will be created collectively and team members will volunteer for them. Tasks will be estimated by the team. Each person will keep track of his hours worked in each week.

**Communication**: We agree to...

respond to team emails, review requests, and information requests from other team members within 24 hours. We will keep each other abreast of any developments and of our progress. We won’t wait until the team meeting to deal with issues, share information, or synchronize work. We will use Trello to manage our task backlog, track task status and use GitHub to do version-control.

**Meetings**: We agree to....

hold a weekly group meeting on Monday before that day’s course which will take 1~1.5 hour. And our group will meet with TA on Tuesday. Team members will be punctual so that we don’t waste precious time waiting for each other. Every meeting will have an assigned moderator who will manage the time and the agenda. The moderator will prepare the agenda. If somebody cannot be present in person, he/she will notify the moderator and will make every effort to participate remotely. We will start each meeting with our meeting minute last time and check whether every member has achieved what he/she should do in Trello.

**Conduct**: We agree to...

respect each others’ opinions and listen to each other. Flaming will not be allowed in written communication or during meetings. We will try to reach consensus when possible. We agree that giving credit is as important as taking credit. We will give credit when credit is due. We will not take credit for someone else’s work. We will use constructive criticism.

**Dealing with Conflicts**: We agree to...

to use the following process to deal with conflicts. Project leader will break any ties by having a double vote if needed. Moderator arbitrates to resolve disagreements during meetings, and can park issues to be discussed later. If parties in conflict cannot reconcile within a week, they will first consult with their TA, who can escalate the situation to the instructors.If a team member feels that another team member is not pulling his/her weight or is being unreasonable, the team should have an open discussion about the issue. If the situation does not improve within a week or two, the team can escalate the situation to the TA or to the instructors.

**Deadlines**: We agree to...

complete and submit assigned work for a team deliverable at least one day in advance of the deliverable due date so that the team can review and aggregate the work in time. A designated team member will review the final submission before

submitting a deliverable. This role will be rotated.

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| Team Member’s Name | Team Member’s Signature |
| Lianghao Gao | Lianghao Gao |
| Jinliang Guo | Jinliang Guo |
| Minghao Li | Minghao Li |
| Jianfeng Guo | Jianfeng Guo |
| Jason Guo | Jason Guo |