



"Securing Today, Safeguarding Tomorrow."

Our team's chosen motto reflects our commitment to providing cutting-edge solutions in RFID Attendance and Control Systems. By securing today and safeguarding tomorrow, we signify our dedication to anticipating and addressing future challenges in the field, ensuring our solutions are not only effective today but also adaptable for emerging needs.

2. Vision

Gatekeeper Solutions envisions a world where seamless, intelligent, and secure access control is not just a necessity but a standard. We aim to be leaders in shaping the future of security through innovative RFID technology, fostering trust, and enhancing the safety of individuals and organizations.

3. Mission / Purpose:

At Gatekeeper Solutions, our mission is to:

- **Facilitate Secure Access:** We exist to create innovative RFID Attendance and Control Systems that ensure secure access, contributing to the safety and protection of individuals and organizations.
- **Empower Future Innovations:** Recognizing the dynamic nature of technology, our purpose is to be at the forefront of innovation in security solutions. We aim to develop systems that not only address current challenges but also anticipate and adapt to future security needs.
- **Ignite Collective Success:** We stand as visionaries, dedicated to lifting each other to new heights and reaching the culmination of our project. Together, we forge a path to success by leveraging our collective strengths and unwavering focus on creating innovative RFID solutions.

Through our mission, Gatekeeper Solutions endeavors to be a force for positive change in the realm of security technology, setting new standards for excellence and innovation.

4. Goals

Goal 1: Develop and Implement Cutting-edge RFID Features

Objective: Innovate and integrate advanced features into our RFID Attendance and Control Systems, ensuring the highest level of security for access control.

How: Conduct regular technology assessments, collaborate with experts in the field, and actively engage in prototyping to identify and implement advanced security features.

Metric: Successfully integrate our security features into the RFID system prototype within the next 6-8 weeks.

Goal 2: Foster a Culture of Collaboration and Success

Objective: Strengthen team dynamics, communication, and collaboration to enhance collective success and individual growth.

How: Conduct regular team-building activities, facilitate open communication channels, and provide opportunities for shared learning experiences.

Metric: Participate in majority of team-building activities and showcase an increased improvement in team members' ability for collaborative projects.

5. Roles:

In establishing the foundational structure and delineating roles within our team, we recognize that the collective success of the group hinges upon the diverse expertise and contributions of each member. Our commitment lies in seamlessly interweaving our strengths to ensure the positive results of our collective efforts. The following roles, while flexible, serve as an initial framework for our collaborative journey.

Leadership Roles:

1. **Team Leader (Ryan):** Responsible for coordinating all meetings and overseeing the distribution of workload among team members.
2. **Facilitator (Manuel):** Ensures the smooth progression of work, maintains focus on tasks, and fosters an environment where every team member can contribute effectively.
3. **Timekeeper (Alejandro):** Monitors meeting timelines and ensures adherence to scheduled agenda items, facilitating efficient use of time during discussions.
4. **Scribe (Jon):** Records and documents key points and decisions made during team meetings for future reference and clarity.

In addition to team roles, we designate specific project roles to streamline our workflow and optimize project management:

- Project manager (Ryan)
- Editor and production manager (Manuel)
- Graphics and presentation manager (Alejandro)
- Research manager (Jon)

6. Ground Rules

Administrative:

1. Meeting Logistics:

- *Location and Frequency:* We will meet on Mondays or Tuesdays every week virtually or in-person in the Delta Building. Meetings will begin promptly at the agreed-upon time.
- *Start Time Policy:* Punctuality is crucial. Team members are expected to arrive on time, and tardiness should be communicated in advance.
- *Handling Tardiness:* In the event of tardiness, the team will adopt a proactive approach by engaging in open communication with the team member experiencing delays. We will seek to understand any challenges causing the tardiness and explore potential solutions collaboratively. If tardiness becomes a consistent issue and reaches an extreme level, the team will take the necessary steps to notify the instructor.

2. Progress Monitoring:

- We will utilize Excel spreadsheets as a tool for logging and tracking our progress (Gantt charts). Regular progress assessments will be conducted during meetings to evaluate our alignment with project timelines and objectives.

Task:

1. Decision-Making:

- In our decision-making process, major decisions will be reached through a combination of consensus-building and majority rule. It is important to note that, in instances where consensus or majority agreement proves challenging, the team lead will hold final authority in determining the course of action.
- **Handling Disagreements:** We encourage open expression of differing opinions, seeking to learn from diverse perspectives. Disagreements will be addressed constructively, fostering a culture of continuous improvement.

2. Guidelines for Participation:

- All team members are expected to actively participate in discussions and contribute to the team's collective efforts. Efforts will be made to ensure that all team members have an equal opportunity to express their viewpoints and ideas during meetings.

3. Problem Solving:

- **Structured Approach:** Problem-solving will follow a structured approach, utilizing methodologies such as brainstorming and collaborative analysis to arrive at effective solutions.

Interpersonal:

1. Respectful Communication:

- *Listening with Respect:* Team members will listen actively and respectfully to each other, seeking to understand different perspectives.
- *Expressing Differences:* Differences in opinions will be encouraged and addressed constructively, with a focus on learning from diverse viewpoints.

2. Building Trust:

- *Mutual Trust:* Team members will work towards building mutual trust through transparent communication and reliability in fulfilling commitments.
- *Golden Rule:* Interactions will adhere to the principle of treating others as one wishes to be treated, fostering a positive and supportive team environment.

Procedures:

In order to capture data on our adherence to these ground rules, we will implement the following procedures:

- **Meeting Minutes:** Detailed meeting minutes will be maintained, documenting decisions, actions, and discussions during each meeting.
- **Feedback Mechanism:** Team members will provide constructive feedback on adherence to ground rules, allowing for continuous improvement and adjustment.

Through these specific ground rules and procedures, we aim to establish a framework that promotes effective collaboration, transparent communication, and a positive team culture.

7. Plans and Tools for Gathering Team Self-Assessment Data

Our team has established a structured approach to team self-assessment, leveraging note-taking through professional platforms such as journals or Word documents. Each team member will record their reflections and observations throughout the semester, ensuring a comprehensive assessment of individual and collective performance. The scheduled weekly meetings will serve as dedicated times for recording reflections.

The recorded reflections will play a pivotal role in our mid-semester and end-of-semester assessments, offering a detailed and well-documented basis for evaluating our progress, collaboration, and areas for improvement. This professional and systematic approach to self-assessment aligns with our commitment to fostering open communication, continuous improvement, and data-driven reflections within the team.

8. Commitment page

By signing below, each team member acknowledges and commits to the principles, roles, and goals outlined in the team charter. This commitment signifies not only understanding but also a shared dedication to fostering a collaborative and effective team environment. As team members, we pledge to:

- **Adhere to Team Ground Rules:** We commit to following the established ground rules, respecting meeting times, and actively participating in all team activities.
- **Fulfill Designated Roles:** Each team member will fulfill their designated roles and responsibilities, contributing to the collective success of the team.
- **Communicate Openly and Transparently:** We pledge to communicate openly, transparently, and respectfully with fellow team members, sharing insights, challenges, and feedback constructively.
- **Strive for Continuous Improvement:** Embracing a growth mindset, we commit to seeking continuous improvement individually and as a team, learning from challenges, and adapting our strategies accordingly.
- **Abide by Decision-Making Processes:** We agree to adhere to the established decision-making processes, including consensus-building and majority rule, with the team lead having final authority in cases of significant disagreement.
- **Record and Reflect:** Team members commit to maintaining accurate records of individual and collective progress, engaging in regular reflections, and actively participating in the team's self-assessment processes.
- **Meet Mid-Semester and End-of-Semester Reflection Deadlines:** We commit to participating in mid-semester and end-of-semester reflection exercises, providing valuable insights into our team dynamics and performance.

In signing this commitment page, we acknowledge the dual nature of this contract – a commitment to each other as team members and a commitment to the team's success in collaboration with our instructor.

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Signature

Date

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Signature

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