# Team Charter

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| Team Number: | 9 |

Please list full names and MacID’s of all Team Members.

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| **Full Name:** | **MacID:** |
| Jasmine Wang | Wangj500 |
| Ruidi Liu | Liu127 |
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| Roles and Responsibilities |
| ***1. Team Leader (Jasmine)***  *The responsibilities of the team leader include:*   * *Assign tasks and set deadlines for members to ensure they stay on track* * *Resolve conflicts between members* * *Updating TAs the progress of the group* * *Contacting TAs and Professors if anything happens*   *- Review completed work and tasks, provide feedback to the group*  ***2. Manager (Ruidi)***  *The responsibilities of the manager include:*   * *Keeping track of attendance for each meeting and hand them to the team*   *leader*   * *Create Meeting Minutes (A mini agenda) for each meeting that outlines the* * *goal of this meeting, task assignments and deadlines* * *Submitting Documents and Assignments to Avenue for the group*   ***3. Coordinator (Jasmine)***  *The responsibilities of the coordinator include:*   * *Organizing and scheduling meetings for the group that are outside of the* * *normal tutorial schedule, avoiding midterms and any holidays* * *Ensuring tasks are assigned and deadlines are met* * *Assessing the completion of pre-assigned work* * *Track progress and update the team on any changes in the project* * *Documenting the division and contribution of work on the Team DHF Logbook*   ***4. Recorder/Note-Taker (Ruidi)***  *The responsibilities of the recorder include:*   * *Taking notes during meetings on the Meeting minutes, capturing key*   *Discussions*   * *Collecting and organizing meeting notes for all team members* |

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| Expectations of Behaviour, Work Ethic, and Professionalism |
| **1. Respectful Communication:**  Treat others like how you wish others to treat you. Respect all member’s opinions and ideas, even if there is a disagreement. Every member should feel comfortable expressing their thoughts related to the project. In meetings, sensitive topics such as politics that may lead to conflicts and arguments should be avoided.  **2. Active Listening:**  Everyone’s voice should be heard in a group working environment. Pause what you are currently working on and pay attention to whoever is speaking. If anyone have questions, ask them politely after the discussions are finished to avoid interruption. If immediate attention is needed, please raise your hand to signal the speaker or use the raise hand function on teams meeting.  **3. Timely Attendance and Preparation:**  Every member in the group should attend the meeting on time. It is understandable that individuals have tight timing between meeting time and course schedule. For in person meetings, time spent on travelling between buildings can not be avoided. If the estimated time to join the meeting is greater than 5 minutes, please inform all other participants as soon as possible. The team manager should keep track of the attendance for each meeting.   * Members are expected to double check all their task is completed and read through any additional documents required for the meeting. * Any pre-assigned tasks should be completed at least 3 hours before joining the session. * Absence due to personal reasons or illness needs to be informed ahead of time. Explain the reason of absence to the team manager. Make sure to follow up by asking your group members for meeting details and finish any assigned tasks.   **4. Adapt to Assigned Roles and Responsibilities:**  Each member will be assigned a role. A team member should fulfill their roles and responsibilities assigned to avoid confusion and overlap in the group. For details, check the [Roles and Responsibilities](#_Roles_and_Responsibilities) section.   * If a member fails to fulfill their role and responsibilities, they will be reminded to read through the team charter as they are delaying the progress of all members. * If a member has personal reasons mentioned to the leader ahead of time (i.e.midterms) and requested less-weighted tasks, they will need to take up more tasks next project milestone.   **5. Confidentiality:**  Do NOT share any work and personal information to members outside of the group. This prevents any violation of academic integrity, avoiding important concepts and documents from being taken or plagiarized. Since this is a self-developed project, it could be considered as potential intellectual property. If any information is requested by the stakeholders/client, make sure to inform all group members what information will be shared to ensure everyone is on the same page. **6. Accountability and Ownership:** Members should take responsibility for their assigned tasks and be accountable for their actions and meeting deadlines. Take ownership of your work by documenting the details on the Design History File (DHF) (i.e. who did what on what date, what has been updated). Having a DHF ensures vision control, equal work division and allows easy traceback of participation and contribution.  In addition, work would be assigned through [Github SFWRBME-5P06](https://github.com/ShadowOfShark/SFWRBME-5P06.git) Project Page: with visible deadlines and responsibilities. Please commit to a separate branch after changes are made. Merging to main branch are only acceptable after approval of all team members.  If a member is struggling with their current work, it is important to communicate this to the group so everyone can work to find a solution together.  **6. Feedback Provision**  Members must provide feedback to other group members after each chapter using Google forms created by the Team Manager. Feedback should be distributed through email by the manager. The feedback should be constructive with a focus on the project. Try to provide specific and actionable feedback that could help a member improve. Personal critique should be avoided and do not include any form of aggression, sarcasm or derogatory comments. Marking feedback from the TAs should be sent to the discord group chat by the manager (the member who submits the assignment) and both the previous and revised version of documents should be included in DHF. |

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| **Communication and Documentation Management** |
| **Communication:**  Members will use the Discord 5P06 SFWRBME group chat to discuss related topics outside of the scheduled time. Emails will be used to communicate and arrange meetings with the stakeholders/disciplinary supervisor. Peer feedback would also be distributed through email.    Members should respond to chat messages and emails within 24 hours.  There are two regular working period or meeting time slots for **Group 9: 9:30 AM to 11:00 every Tuesday and Thursday.** There will be an additional meeting with the stakeholders/discipline supervisor that is yet to be determined. Unless specified, all the meetings will be online on MS Teams.  **Documentation:**  All documents will be stored on [Github SFWRBME-5P06](https://github.com/ShadowOfShark/SFWRBME-5P06.git) main branch. |

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| **Other Commitments** |
| Factors that should be considered when scheduling meetings, assigning tasks and setting deadlines:   * Midterm schedules * Other major project or assignment deadlines * Extracurriculars * Work Schedule * National holiday or cultural celebration * Availability of Stakeholder(s) and Disciplinary Supervisor |

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| **Conflict Management and Accountability** |
| ***Conflict Management: We agree that, if a conflict arises in a group, we will:***   1. Ensure involved parties address the issue directly with the group as soon as possible   *a. This prevents conflicts and issues from escalating*   1. Identify the source of conflict as a group    1. *This allows the members to decide how the conflict will be resolved*    2. *If necessary, a neutral third party would step in to mediate (i.e. TA, Professor)* 2. *Arrange a meeting for all members (including the neutral third party) to resolve the conflict*    1. *Members need to listen and try to understand each other’s perspectives. This avoids any misunderstanding in communication*    2. *Aim for a solution that benefits the project and team as a whole* 3. *Find a solution and document it on the Meeting Minutes* 4. *The team leader must follow up on the conflict*    1. *The involved parties must meet a week after with the team leader to assess whether the solution is working.*   ***Accountability:*** Please refer [section 6 of **Expectations of Behaviour, Work Ethic, and Professionalism**](#_6._Accountability_and) |

By signing below, all team members certify agreement with the team charter as outlined below.

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| **Full Name:** | **Signature:** | **Date** |
| JASMINE WANG |  |  |
| RUIDI LIU |  | Sept. 9th 2025 |
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