

Team Charter – Media ICT Project Branding SoundLab

<i>Team Members:</i>	<i>Student number + mail:</i>	<i>Roles:</i>
1 - Benjamin Aarts	4785150 b.aarts@student.fontys.nl	Group member
2 - Jaycey Brugge		Group member
3 - Lindy Rutten	5252229 Lindy.Rutten@student.fontys.nl	Project leader (communicator)
4 - Bjorn Verbakel	5123836 Bjorn.Verbakel@student.fontys.nl	Group member
5 - Joëlle de Vlam	4872878 Joelle.devlam@student.fontys.nl	Group member

Guiding Principles:

1. Collaboration and communication
 - a. We commit to open and transparent communication.
 - b. Regular team meetings.
 - c. Communication methods: WhatsApp and Microsoft Teams.
2. Equal participation
 - a. All team members are equal contributors.
 - b. We make decisions together.
3. Work hours and attendance
 - a. All members commit upon working hours.
 - b. Attendance at team meetings is mandatory unless communicated in advance.
4. Conflict resolution
 - a. In the event of conflicts, we will approach the situation with a solution-oriented mindset.
5. Mission review
 - a. Regularly revisit our mission to ensure alignment with project goals and client expectations.
 - b. Adjust team charter if necessary.

Measures:

1. Attendance and punctuality
 - a. All members commit to being punctual for meetings and project-related activities.
2. Work hours
 - a. Each member commits to a minimum of 25 hours per week for project-related work.

With this team charter, we are confident in our ability to create a cohesive and high-performing team dedication to achieving outstanding results in our branding project for the Fontys Soundlab.

If a member doesn't communicate, not do their work we will first warn them. If this doesn't change anything we will talk with our teachers about the problem.

Date: 26/02/2024