

ENGN1211 Discovering Engineering S1 2021

ANU College of Engineering and Computer Science, 2021

Milestone 1: Team Charter

Details

Due Date	Prior to week 4 group update
Submission	Submitted as PDF through Turnitin submission portal AND shown to tutor and marked by tutor during the week 4 group update. Must show in shared file system or demonstrate file management system - see below for more information.
Format	No specific format required, must be logical, readable and fit for purpose
Value	1% of course total
Report length	Up to 3 Pages
Participation	Group
Workload	1 hour each (4 hours total)

Description

A Team Charter or team agreement is a document created when a team is formed to define the purpose of the team and establish ground rules and expectations of how a group will work together. People have different approaches to task completion and different expectations of criterion such as workload distribution, quality, timing, and communication. Teams that take the time to establish how they will work together tend to work more harmoniously and achieve better individual and team outcomes.

The Team Charter should be something that the group members can refer to and remind themselves how they agreed to work together. It may support you in responding to the team member contribution questions throughout the semester. The charter may evolve and change during the project.

Your team will be given a short amount of time in the during Week 3 workshop to discuss and begin your Team Charter. You will need to meet as a team outside of the workshop to complete the team charter. It will be submitted before your Week 4 group update and shown to the tutor for them to mark it during the meeting. Your tutor will also give you feedback on the work (both presentation and content) during the meeting.

Part of working as a team can relate to sharing information and working together on documents. It is important that teams look at options for managing this issue within their Team Charter. You should be able to demonstrate to your tutor how you intend to share and manage files within the

team. Therefore, it is expected that you will show your Team Charter to the tutor on a shared platform, demonstrating the team's file management system.

Detail

Your starting point for the team charter will be to explore your individual strengths, preferences and working styles. You will do this by completing a short exercise using the ENGN1211_Individual_team_members_template. This document will not be submitted for grading.

Considering your own preferences and strengths you will then meet and discuss the team charter with your teammates. Together you will download and complete the ENGN1211_team_charter_template from the Wattle page. Instructions are provided in *italics* and should be removed.

Answers can be in the form of tables, paragraphs, lists, diagrams or a mix. Answers should be concise but with sufficient detail to be helpful for the team. Remember the 3-page limit. Developing your Team Charter should take less than an hour in total.

Marking Criteria

The Team Charter will be assessed according to:

- Completeness - have all listed items been addressed,
- Appropriateness - are the responses appropriate,
- Readability and layout - is the layout logical and is the charter easy to read,
- Shared - have the team demonstrated that the document has been shared to all members.

Marking will be awarded as follows:

Grade	Description
0	<i>Unacceptable:</i> Team has made little or no effort to complete the milestone
50	<i>Acceptable with reservations:</i> Team has made some attempt to complete the milestone, but material is not appropriate and/or not complete, or not shared/no document management
100	<i>Acceptable:</i> Team has made a good effort to complete the milestone. Small errors and omissions are acceptable

Assignment Submission

- You will need to submit one pdf file containing your team charter using the assignment submission on the course Wattle site.
- you will need to demonstrate that all team members have access to the document.
- name your file according to the following naming convention:

Naming Convention	Example
[University ID]_[given name]_[family name]_[group]_team_charter.pdf	u5608740_Jenny_Simmons_1A_Team_Charter.pdf