ENGN1211 Discovering Engineering S1 2021

*ANU College of Engineering and Computer Science, 2021*

# **Milestone 1: Team Charter Template**

*Instructions are provided in italics and should be removed.*

This is the *[team e.g. 1A]* agreement dated:

Between the following team members,

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **UID** | **Student Email** | **Other (optional)** |
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* *Your Student email is your @anu.edu.au address*
* *Other information many include mobile phone numbers, alternative email addresses etc*
* *Include name as it appears within Wattle and other ANU systems as well as preferred names*

**Purpose/Objective**

[*Insert the purpose of the team and this document (brief 1-2 line statement)*]

**Deadlines and Deliverables**

[*Insert any deadlines or deliverable relating to the group project here*]

* *Demonstrate the team understand what needs to be completed and by when*
* *Identify the type of deadline (Rover Milestone, Assignment, Testing)*
* *Does the team wish to add any internal deadlines?*
* *This may be suited to a tabular format*

**Performance Expectations**

[*List any expectations the team has for the project and behaviour of the team*]

*Expectations may relate to learning outcomes, grades or work ethic and behaviour. Alignment of these expectations can help to create a productive and pleasant working environment for team members.*

* *What level of quality is the team aiming for? What expectations do team members have around grades?*
* *What does the team hope to achieve by completing this project?*
* *How are team members expected to contribute to the team?*
* *When will individual team members ask for assistance from each other or the teaching team? When will the team, as a whole, ask for assistance from the teaching team?*

**Communication and file management**

[*Insert provisions relating to communication, document sharing, file naming and version control*]

* *What methods of communication will the team use to collaborate between meetings? E.g. WhatsApp, Facebook, email, SMS, WeChat, Microsoft Teams. What will be the expectation around the use of these mediums? E.g. Response times*
* *How will the team share documents and other resources (including this document)? E.g. One Drive, Github, Google Drive, or DropBox*
* *Will you use any protocols within these systems such as file naming conventions and version control processes?*

**Meetings Plan**

[*Insert provisions relating to team meetings*]

* *How will you track that the team is meeting its goals?*
* *How and when will you hold your team meetings? Frequency, location, length?*
* *How many team members should be present for a meeting to proceed (quorum)? How will decisions be made when all members are not present?*
* *Will minutes be taken? Who will be responsible? Will this role rotate? How will these minutes be shared?*
* *Will decisions and action items be documented?*
* *Any ground rules for attending and participating? Any guidelines for communicating in team meetings?*

**Team Roles**

[*List any decisions relating to team roles here*]

* *Will members take on roles within the team e.g. meeting chair, project manager, scribe? What will be the responsibilities for these roles?*
* *Will the roles remain the same all semester or rotate between team members?*

**Decision making and Conflict Resolution**

[*List provisions relating to how the team will reach decisions and how these will be recorded*]

* *How will decisions be made at team meetings? For example, by authority, majority, consensus. Consider the communication style of all team members when discussing this. (See options for decision making methods in the table below).*
* *How will decisions be tracked? Will the team keep a decision log? What details will you record? Who will be responsible for recording the decisions?*
* *How will the team deal with conflict? Note there is a difference between conflict and having diverse or alternative viewpoints.* *The table below gives some options for methods of decision making. You might like to select one or more of these or describe your own.*

|  |  |
| --- | --- |
| ***Decision-Making Methods*** | |
| *Decision by Authority* | *The group generates ideas and holds open discussions, but the final decision is made by one person* |
| *Decision by negative minority* | *The group holds a vote for the most unpopular idea and eliminates it. They repeat this process until only one idea is left* |
| *Decision by ranking* | *Group members individually write down the 5 (or fewer) ideas they like best, then rank each idea from 1 to 5, with 5 being the best. The votes are recorded on the board and totalled. The idea with the highest total is selected.* |
| *Decision by unanimity* | *All group members must agree that the decision is the best one* |
| *Decision by consensus* | *Decision is discussed and negotiated until everyone affected by it understands and agrees with what will be done. Consensus in decision making means that all members genuinely agree that the decision is acceptable. After a group has identified a decision to be made, each member is asked how he/she feels about the proposed decision by selecting one of the following responses:*   1. *I can say an unqualified “yes” to the decision* 2. *I find the decision acceptable* 3. *I can live with the decision, but I’m not especially enthusiastic about it* 4. *I do not fully agree with the decision, but I do not choose to block it* 5. *I do not agree with the decision, and I feel we should explore other options*   *If all the responses from the group members are A,B,C or D, you have a consensus and are ready to move on.* |
| *Combining ideas* | *Instead of dropping one idea in favour of another, the group searches for possibilities of implementing both or combining them into one solution* |