 **Team Charter for**

**Enter team identifier**

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Hayden Flinner | [hayden@gatech.edu](mailto:hayden@gatech.edu) 7404417973 | Text |
| Joseph Minieri | jminieri6@gatech.edu 2077130655 | Text |
| William Broniec | [williambroniec@gmail.com](mailto:williambroniec@gmail.com)  6787641106 | Messenger |
| Sanket Shah | [sshah402@gatech.edu](mailto:sshah402@gatech.edu)  6784808116 | Messenger/Text/Hangouts |
| Kristaps Berzinch | kberzinch@gatech.edu | Messenger |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Hayden Flinner | Experience leading projects | Time, patience |
| Joseph Minieri | patient, hardworking | time |
| William Broniec | Problem solving skills | procrastination |
| Sanket Shah | Willing to learn, have strong interpersonal skills, straightforward and honest | Time management |
| Kristaps Berzinch | Technical knowledge | time |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

Get an A with as little effort as possible.

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Arranging meetings and agendas, Team Lead – Hayden

Meeting minutes – Joey

Devil’s advocate – Kristaps

Ensure everyone’s opinion is heard – Sanket

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Team assignments should be ready at least 24 hours in advance of the deadline to permit last minute revisions. Meetings once a week, starting date TBD.

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

Be at meetings within a minute or two of the scheduled time, leaving early is fine if you have a good reason and aren’t critical to the rest of the meeting, missing meetings refer to 6.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Acceptable: My house is on fire; My car is on fire

Not Acceptable: I have homework due tonight; It’s raining

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

Let someone on the team know that they have an emergency and include suggestions on how to get their work done without them.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

Deliverables to team should be of a quality ready to turn in, requiring minimal revisions to meet A-level quality. Be as prepared for team meetings as needed to not waste your teammates’ time waiting on you to find something you should have had ready from the start.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

Everyone should contribute roughly equal to the end product, whether they focus more on writing code or planning for the next code shouldn’t be a problem. Team interactions and attitudes are expected to be, at least, polite.

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

If you don’t complete what is expected of you on time and of good quality, we will be forced to rate you accordingly on the peer evaluations. Team members that do well get a pizza. If you are consistently below expectations you will be given less work and will receive peer evaluations in accordance with the fact that we couldn’t trust you to do anything for the project.