**Group Charter:** Team 804 (+1)

**Meetings:** Sunday 3:00-5:00PM

**Group Contacts:**

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**Goals:**

To work together as a well-functioning group and obtain the best possible grade on this project, while gaining practical knowledge of the tools and strategies used in software engineering.

**Time Commitments:**

Each member is expected to commit a reasonable amount of independent time to work, taking into consideration personal ability and schedule. The goal is to help and support each other while finishing the project and with each member contributing fairly equally to the end result. Communication is key and it is important that members keep each other notified of progress. Additionally, a fairly significant portion of time will need to be spend identifying and dividing the work into approachable, individual tasks, especially at the beginning of the project.

**Meeting Rules:**

Meetings will have no set length, but will not exceed 2 hours (not forcibly, though people are free to stay longer). Meetings will be once a week, unless otherwise scheduled. Time will be set aside Sundays at 3 P.M. for meetings until at most 5. It is understood members may have obligations outside of this time period and will not be required to stay later. If a meeting must be missed, notice should be given in advance, with an acceptable reason. (Injury, Illness, Emergency, Work, Class, Death) If a meeting is missed without notice, disciplinary action may be taken at the rest of the group’s discretion. The same rules apply to tardiness. Phone use during meetings should be limited to activities that contribute to the meeting and group and not for personal reasons. Phone calls or text messages perceived to be of an urgent nature are an exception, as well as text messages sent to notify that members are in a meeting and will get back to them. Other use will result in being asked to stop, with further violation leading to disciplinary action at the discretion of the rest of the group. Meetings may be in person or via skype.

**Group Communication:**

Group members will communicate through a combination of text message, skype and GitHub, as well as in person during before/after lecture and during lab and during the weekly meeting. Group members should be updated whenever a portion of the project is completed or via a weekly progress update. If a member of the group fails to maintain contact within a reasonable amount of time, they may be subject to disciplinary action and their responsibilities may be delegated and they will be temporarily excluded from the decision making process. All members’ opinions and ideas are equally valid and will be treated with respect.

**Group Structure:**

The group will be run by majority consensus as opposed to one leader. Delegation of responsibilities and decision making will be handled as a group as well. Matt has volunteered as meeting note taker, to record info taken during meetings and decisions made.He will also record any disciplinary actions taken. Group members have the opportunity to volunteer for tasks, but will be assigned tasks if necessary. If a group member feels the work distribution is unfair, they may speak up and work may be redistributed if the group agrees.

**Group Participation:**

If a member is not participating, it is the other members’ responsibility to voice concerns and encourage them to participate more. If a lack of participation or over participation is stopping the meeting from being productive, after warning, the group may consider disciplinary action. All work put forward should be of the best possible quality and it should be submitted on time. If a group member feels they are not able to handle the workload assigned, it is their responsibility to ask for help from the other group members. The group will reevaluate the situation and possibly redistribute the work in a more suitable manner. Similarly, if the group feels that a member’s work is not up to the expected quality, it is up to them to find a solution. This may be a redistribution of work or editing the work already done. If more time is needed by the group to complete a task, a plea of mercy will be sent to the Rock via email and in person, logging the details of the amount of work to be done, how much work has been done, and why we will need more time.

**Disciplinary Procedures:**

Disciplinary action is decided as a group via majority vote. The note taker will log all information on offenses and punishment given out. The group will use a three strike rule regarding offences. If a member receives a strike but maintains good behavior for a period of time (1 to 2 weeks) the strike may be removed at group discretion. If a member obtains three strikes with no sign of improvement, they will be placed on probation (1 to 2 weeks). Further violations during probation may result in bringing the member’s offenses to Tanawat and then Rock for further action. Severity of action will, of course, be considered (running 5 minutes late a few times is a lot milder than not completing work on time).

We, the team named *Team 804* agree with the Group Charter and will try our best to uphold it.

**Name** Alex Weber **Date** 9/12

**Name**: Jennifer Fox **Date** 9/7

**Name** Jake Wysor **Date** 9/7

**Name** Matt Ausloos **Date** 9/7

**Name** Kyle VanDaalwyk **Date** 9/7