

# Team Haberdasher

## Team Directory

## Dataset: Haberdashery Data

Name	Phone	Email
Chanda Lear	(100) 123-2345	Chanda.lear@email.com
Max Headroom	(101) 123-6789	MHeadroom@email.com
Dew Dilligence	(201) 345-6789	DDilligence@email.com
Chrystal Clear	(301) 301-4557	ChrystalClear@email.com
Rueben Slaw *	(401) 555-5557	RubenS@email.com

\* Team Leader

## Meeting Schedule

Starting 9/19/2016, our team will meet at a frequency of twice per week until the completion of the project.

Meeting Dates	Meeting Times	Method of Communication
Mondays	6:30 – 8:00PM	Text/Chat/Discussion Meeting
Wednesdays	5:30 – 7:00PM	Face-to-Face Meeting

## Team Rules and Expectations

1. Our project's success depends on the contributions, commitment and best efforts of all team members; therefore everyone must actively participate to achieve their respective interdisciplinary activities.
2. We must all come to a consensus when making decisions about the project at hand. As a team we are to:
  - a. Look at each situation individually
  - b. Obtain input from all team members
  - c. Communicate our understanding of all information
  - d. Make the best decision based on the information presented
 In the event that we cannot all agree or come to a consensus, then we will go by the majority rule vote.
3. Each individual is responsible for communicating with the team if any issues arise that may interfere with the completion of their assigned tasks or there is a difficulty attending any one of the meetings.
4. Each team members must maintain their contact information current. If there are any changes, the team must be informed of those changes as soon as possible.
5. All team members are responsible to follow-up and provide updates on the assigned task.
6. All project team members confront issues directly and promptly.

7. The Team Leader will document each team member's contributions to the project and submit all weekly summaries and final project report to Professor.
8. We are all responsible for holding each other accountable. If any team member does not adhere to the rules and expectations set forth, individuals have every right to contact the Professor to state their concerns or discuss those openly with the team.
9. Any changes to the project baseline must be communicated with the team first and everyone must come to an agreement of the changes

### ***Code of Ethics***

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1. We are to treat each other with respect and dignity.
2. We will be open to new ideas and information for the benefit of the project objective.
3. We will give each other an equal opportunity to voice opinions and contributions.
4. We will be honest and truthful in the information we present.
5. We will adhere to commitment to complete each assigned task set forth as part of the group project.

### ***Signatures***

*Thanda Lear*

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*Max Hearoom*

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*Michal Rodent*

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*Chrystal Clear*

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*Ruben Slaw*

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### ***Date***

*09/18/2016*

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*09/17/2016*

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*09/18/2016*

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*09/17/2016*

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*09/16/2016*

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### *The Team Group Photo*

Take a **group photo** (in lab) and include a copy in the space below. Make sure to add a figure caption that includes the names of group members, from left to right.



*The Team: Chanda Lear, Max Headroom, Chrystal Clear, Ruben Slaw, Dew Dilligence .*