

## **TEAM CHARTER CONTRACT (TEAM OF ONE)**

### **Team:**

Group 4: Project and Change Management

### **Objectives:**

This group aims to encourage collaboration and teamwork on assignments towards academic excellence. We agree to work with respect and professionalism towards our assigned roles for this course. We will try to respond to formal correspondence by email and attend group meetings on zoom and WhatsApp.

As a team, we aim for an inclusive environment by making reasonable accommodations for scheduling meetings and contributing to dialogue - and rehearsal, if necessary - of each assignment and final submission.

In the likelihood of evasion by a teammate to contribute their efforts towards the collective progress of the group, said teammate will have their name removed and will not be entitled to credits from the final submission.

**Roles and Responsibilities:** All roles, except team lead, are on weekly rotations to encourage development of new skillsets among team members.

### **Tina Charles Mbakwe-Obi**

Team leader

She oversees all the work being done by the group and doubles as a remote person responsible for collection and submission of any document on behalf of the group.

The Presenter

He develops designs and presents deliverables on behalf of the group.

### **Tetteh Edward and Nagaraju Thallada**

The Writer

He will be reviewing all our papers; he will analyze, review, and give standard guides that we all will follow.

The Researcher

He will be conducting research experiments on a chosen topic and give his analysis and data interpretation.

### **Communication Process:**

- a. Meetings will be held twice a week (Wednesday morning and Friday morning between 9am to 10am) one in-person and one zoom meeting. Attendance will be taken by the team leader. Absenteeism can only be allowed for insurmountable situations such as ill health. A notification should be sent to the group at least two hours before the meeting starts. It is unacceptable to be absent from more than one meeting. For each meeting, the team leader appoints who takes down the minutes, unless there are volunteers.
- b. All communication relating to the group work should be done through the group canvas or email option to encourage transparency.
- c. Role of Behavior: Members should be present at every meeting or follow up on correspondence if unavoidably absent. Members should meet their deliverables in a timely and measurable manner. Members should show respect to other teammates by speaking and listening and reducing distractions during group meetings.
- d. We will **use** the SMART method to review the quality control processes. (The **SMART** approach is simple, measurable, accessible, realistic, and timely).

### **Reward System Introduction:**

Our reward system method can be a free snack and/or day off for the best contribution, group pizza night for a successful group effort.

### **Complaints Policy:**

In cases of grievances and complaints, members should send an email within 24 hours occurrence of the subject COMPLAINT, copy each member of the team, and state the problem; the group will meet no later than 48 hours (about 2 days) to find a resolution.

<b>Last Name, First Name (Typed as signature)</b>	<b>Email/Phone no</b>
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