CS4760 Team Charter

The charter you submit must be **typed and signed by all members of the team**. (Signing the document can be accomplished by typing team member's names at the bottom of the charter.) For full credit, your charter must include the following information. How you organize and format this information is up to you.

1. Team name.

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Team Leaders:

    Technical Lead: August Miller
    Product Owner: Eva Muller

2. Names, email addresses, and phone numbers for all members of the team.

Name	Email	Phone #
Abby Myers	abigailm@mtu.edu	(262) 470-2621
August Miller	august@mtu.edu	(404) 569-6813
Charles Vidro	cjvidro@mtu.edu	(616) 375-409
Eva Muller	emmuller@mtu.edu	(810) 247-4799
Ian Lawrie	Iplawrie@mtu.edu	(517) 358-7058
Tom Berg	tomberg@mtu.edu	(906) 369-4730

3. Team meeting time(s).

Friday 5:30-6:30 PM ET

If necessary, defer to Saturdays 1:00-4:30 PM ET
REKHI 116 (HIDE Room)

4. Team Goals.

Team Goals

- Make clean-looking UI
- Writing clean code
- Meet client expectations
- Easy to use
- Communicate effectively within the team

5. Personal Goals.

Name	Personal Goals
Abby Myers	- Learn Three.js - Gain additional web development experience - Have fun working as a team
August Miller	- Improving my programming skills - More Teamwork experience - Learning more about Three.js - Improving my web development skills - Improving my communication skills
Charles Vidro	- Learn Three.js better - Consistent work time - Create a polished app
Eva Muller	- Learning new technologies - Teamwork experience - Creating a app for portfolio
Ian Lawrie	- Learn new web development skills - Get more experience working on
Tom Berg	- Learn new technology(s) (Three.js, Concepts of 3D Graphics) - Improve interpersonal skills - Create an app for my professional portfolio

6. Individual Commitment. For each team member, list how committed they are to the project. Not all team members may be motivated to get an "A" in the project, or a team member may have circumstances that prevent the member from devoting 100% to the project. Discussing how much each team member can contribute to the project, the team can anticipate

and avoid problems. The team can assign fewer or less critical tasks to team members that do not plan to contribute. Or the team member that can contribute as much can decide to receive a lower grade for less work.

Name	Commitment
Abby Myers	I am fully committed to getting an A on this project.
August Miller	I am fully committed to getting an A on this project.
Charles Vidro	I am fully committed to getting an A on this project, as reasonably possible.
Eva Muller	I am fully committed to getting an A on this project.
Ian Lawrie	I am fully committed to do what is needed to complete the project
Tom Berg	I am fully committed to getting an A on this project.

7. Other Concerns. List any concerns that team members may have performing tasks. Individual team members may feel that they are not prepared to perform tasks or have personal commitments that will make them unavailable from time to time. Discussing the individual concerns the team can decide how to deal with these concerns.

Name	Concerns
Abby Myers	I have a work schedule that changes by the week, as well as two other classes this semester that involve heavy group work, so my schedule is bound to be very busy some weeks.
August Miller	Senior design is another fluid course that may take my free time away from a project such as this. I am also the academic chair of Triangle Fraternity this semester. However, I am committed to staying organized and devoting adequate time to all of my responsibilities.
Charles Vidro	I currently hold several leadership positions where if I do not perform my duties it has impacts on a large number of people. Thus, my time schedule is limited. Additionally, my extracurriculars are quite heavy, at least at the start of the semester, which leads to extremely variable evening and weekend availability.
Eva Muller	I am probably one of the least experienced members in the group

	pertaining to 3D graphics. I am familiar with working with point cloud data/maps but to a limited extent.
Ian Lawrie	At the beginning of the semester until the end of winter carnival, my time will be heavily split trying to get winter carnival planned. I do not have a lot of knowledge on web development but I can learn what is required quickly.
Tom Berg	I have not had a significant amount of experience with 3D graphics and would not consider my knowledge of linear algebra exceptionally strong which could result in a lot of time spent learning. That said, my interest level for this project is high so I'm willing to put in a lot of work.

8. Team Governance.

If a disagreement arises pertaining to product requirements, then the Product Owner decides the direction the team will continue in. If a disagreement arises pertaining to implementation, then the Technical lead will decide the direction to continue in.

9. Member expectations: As a key part of this assignment, the team is asked to write a list of behaviors that you expect from all members to ensure a satisfying team experience. Below are some topics to discuss as you formulate your expectations:
- Attendance
  - Members will be notified at least 24 hours in advance of any nonrecurring team meetings by the member who scheduled the meeting
  - A Meeting agenda will be sent out 24 hours before all team meetings via email
    - The agenda will be put together by Product Owner
  - All team members are expected to attend all meetings
    - If a team member can not attend
      - They must let one of the team leaders know, and provide an excuse, 12 hours before the meeting.
      - They must read the meeting minutes as soon as possible after the meeting
        - Technical Lead will prepare meeting minutes
- Preparation

- All members are expected to read the agenda and immediately notify the team leaders if any changes need to be made
- All team members should be prepared to answer the following questions
  - What have I done since the last meeting?
  - What roadblocks have I encountered?
  - What do I plan to complete before the next meeting?

- Work Meetings
  - Work will be conducted asynchronously. Work meetings will be scheduled casually as needed my the members needed via Discord
  - Recurring Work meeting in person on Friday evenings

- Communication
  - All members must notify all other members of their current task status each working session via Discord
- How will you differentiate a "distress call" requiring immediate response from less urgent communications?
  - This will be determined with context
    - Tagging people
    - Bold Text
    - etc
- How will you make sure that everyone gets a chance to discuss issues or raise concerns?
  - Every meeting will consist of a roundtable discussion to answer at least the following questions:
    - What have I done since the last meeting?
    - What roadblocks have I encountered?
    - What do I plan to complete before the next meeting?
- How will you resolve differences and make decisions?
  - See governance

- How will you change things that are not producing results?
  - We will discuss the issue and ideate solutions during a team meeting

10. Grounds for dismissal. Dismissing a member from your group means that they will no longer receive credit for the assignment that your group is working on, so it should be taken very seriously. Dismissal is to be considered when a team member has repeatedly violated the terms of the team's charter. Such violations will be documented in writing as they occur
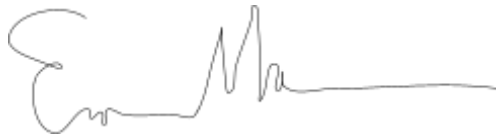
throughout the semester, and Dr. Pastel will be copied on each warning. A student may be dismissed, subject to approval by Dr. Pastel. The instructor **will** receive a copy of all written warnings issued.

The Technical Leader will keep track of Member warnings and grounds for dismissal. A member will be dismissed/warned (with team consensus) if

- 2 instances of missing a team meeting without a valid excuse
- 2 class absences without prior notification of team members
- 1 instances of missing agreed upon deadline without notifying the team of the situation ahead of time
- 2 instances of not participating in a meeting despite being present
- 2 instances of poor quality work

The grounds for firing should be clearly aligned with the member expectations you established in Part 4. The main difference is that while the code sets forth ideals for the team, the grounds for dismissal outline a specific set of undesirable actions and consequences.

11. Signatures of all team members.

Name	
Abby Myers	
August Miller	
Charles Vidro	
Eva Muller	
Ian Lawrie	
Tom Berg	