# Reflection 01

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A Baldo Comic Strip from April 19, 2013.
1st comic: Four students are sitting together looking at assignment papers. The comic main character, Gracie, says "I've always dreamed of being on an academic team like this!"
2nd comic: The image zooms in on Gracie. Gracie says "It's great that we can all depend on each other!"
3rd comic: The image zooms out a bit to show Gracie and Teammate 3. Teammate 3 says "Uhh..."
4th comic: The image zooms out again to show all four students (Gracie and three others). Gracie looks concerned. Teammate 3 says "We're kind of all depending on you, Gracie."

[(Baldo Comics)](https://www.gocomics.com/baldo/2013/04/19)

Effective teamwork and collaboration are integral to the success of every project.

As Dana Brownlee shares in her Forbes article, [Project Management Isn't Just For Project Managers: 4 Skills You Need To Know,](https://www.forbes.com/sites/danabrownlee/2019/07/14/project-management-isnt-just-for-project-managers-4-skills-you-need-to-know/?sh=e06de881a8e6) and Nick Hotz outlines in his blog post the [Data Science Project Checklist](https://www.datascience-pm.com/data-science-project-checklist/), the first step to project management success is to create a ***Team/Project Charter*** that clearly outlines:

* **Purpose** of the project
* **Goals**of the final deliverable
* **Roles and responsibilities** of each member
* **Ground rules** (deadlines, meeting times/check-in points, etc.)
* **Potential barriers/issues**that can be predicted and addressed ahead of starting a project

To assist your team with organizing your project, complete your group's template together to outline the goals for your final deliverable. Feel free to reference the [Atlassian Team Playbook](https://www.atlassian.com/team-playbook) from Reflection #1 as a helpful guide to ensure that you are on the right track.

**You can find the link to your group's Team Charter template listed below and in the Welcome Announcement on your group page:**

**Group-01:**

(enter link to editable copy of template linked below)

**Group-02:**

(enter link to editable copy of template linked below)

**Group-03:**

(enter link to editable copy of template linked below)

**Group-04:**

(enter link to editable copy of template linked below)

**Group-05:**

(enter link to editable copy of template linked below)

**Group-06**:

(enter link to editable copy of template linked below)

(link to file on Google Drive on Canvas for live view)

*Note, if you cannot access the link to your group's document or you would like to download another blank copy, you can click this link:*[*https://docs.google.com/document/d/1p44K3ehT3RQ81rljtzCuzQUe\_vroTlWel49C7rZBFc0/edit?usp=sharing,*](https://docs.google.com/document/d/1p44K3ehT3RQ81rljtzCuzQUe_vroTlWel49C7rZBFc0/edit?usp=sharing)*select File > Make a copy and save it to your ASU Google Drive.* *You can then share the template with your teammates.*

**Each teammate should submit either the link to the Google Doc or a copy of the file in the .docx or .pdf format as an acknowledgment of team consensus.**