

Team Charter

Team members and contact information

Team Member Name	Preferred Contact Information	General availability	Other things you should know about me
April Cardella	704-441-4227	After 5pm during the week	N/A
Kate Watson	757-784-7484	available after 4:30ish during the week	N/A
Zach Petrea	828-962-1905	evenings after 6:00 pm	N/A
David Capo	732-586-2064	After 6pm	N/A

The Mission and Objectives

To be completed by team.

Resources available to the team

To be completed by team.

Roles and Responsibilities

Role Title	Responsibility of the Role	Person in the team who is performing that role
Analyst	Project Manager/Display	April
Analyst	Dashboard/Price Opt	Kate
Analyst	Dashboard/Price Opt	Zach
Analyst	ABC Analysis	David

Roles and Responsibilities examples

- **Manager or Facilitator:** Manages the team by helping to ensure that the team stays on task, is focused, and that there is room for everyone in the conversation.
- **Logistics and Operations:** Keeps a record of those who were in the team, and the roles that they play in the team. The recorder also records critical points from the small team's discussion along with findings or answers. Schedules and creates timelines and checks in to make sure everyone is meeting them
- **Spokesperson or Presenter:** Presents the team's ideas to the rest of the class. The Spokesperson should rely on the collaborative script to guide their report.
- **Quality Assurance:** Reviews the teams works for grammatical errors, editing mistakes, overall aesthetics. Ensures a high-quality product will be submitted.
- **Fact Checker:** reviews the research to ensure it comes from valid sources, checks the formatting in APA, makes sure all information in the product is backed by empirical data/theory/studies.

Team Operations

Communication

Questions to answer: How does your team plan to communicate with each other? What is the turnaround time for a response from your team members?

Decision Making Guidelines

Questions to answer: If a decision needs to be made by the team, how will you express ideas and propose solutions?

Conflict Resolution Process

Questions to answer: What is your plan in case things go wrong? How will you handle disputes or issues working with your team members? Please note: coming to the instructor for mediation should be a last resort only!

Progress Updates

Questions to answer: How will the team update each other on progress being made on their individual tasks? How often/When should a progress update be logged? How will you inform your instructor of any progress if needed?

Any other items that need to be defined for the team or that came up in conversation

By adding our names to the table below, we are acknowledging and agreeing to the terms in this contract. It will be our guiding document as we work on the project. Any changes that need to be made must be done with a majority vote in advance.

Team Member Name	Date
April Cardella	7/9/2024
Katerina Watson	7/9/2024
Zach Petrea	7/9/2024
David Capo	7/9/2024