

# **Team Charter**

**Team Number:**   3      **Team Name:** KAS - Capstone 2016 Winter

<u>Name</u>	<u>Contact Information (e-mail, phone)</u>
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## **Expectations**

In order for our group to operate efficiently and effectively, we agree to the following:

1. For each assignment team members will decide the specific roles.
2. We will meet every Thursday at 10:00.
3. Complete work assigned as per the due date agreed by the team.
4. Attend all group meetings prepared for the task on the agenda. If a true emergency comes up, send a SMS e-mail the others group members prior to the meeting to let them know why I am not coming and how I will catch up.
5. Proofread all work before submitted to other group member and be on time with submissions. All work should be times new roman font size 12, double-spaced.
6. Treat other group members with respect and handle all conflicts with tact and diplomacy. Any conflicts are kept confidential within the team.
7. Discuss all work as a group and agree on recommendations before doing it.

We understand that the group policy as outlined by the instructor may be applied if I consistently fail to meet these expectations.

Date:\_\_\_\_\_ Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date:\_\_\_\_\_ Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date:\_\_\_\_\_ Name: \_\_\_\_\_ Signed: \_\_\_\_\_