Milestone 1: A Team Charter

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1 | Names/Information

As part of a team it is essential to know your partners as well as their strengths and weaknesses to maximize collaboration and productivity. Being open about strengths and weaknesses allows team members to 1) share the workload evenly, 2) learn from each other, and 3) achieve the best quality of work. The most notable strengths and weaknesses of each teammate can be seen in Table 1.

Table 1: Relevant Strengths and Weaknesses

Name	Strengths	Weaknesses
Kohen	- Time management - Flexible - Confident presenting	- Micromanager - Lacks initiative - Slow writer
Manny	- Vocal - Persuasive - Consistent Writing	- Procrastination - Indecisive - Poor Grammar
Arfaz	- Flexible - Organized - Adaptable	- Lacks Confidence - Poor Communicator - Poor Listener

2 | Goals

Setting goals is essential for team success as they provide direction and motivation towards achieving a common objective. Goals help teams stay focused on what needs to be accomplished, prioritize tasks, and measure progress.

2.1 | Team Goals

While working towards the main tasks, team presentation and report, we strive to achieve the following:
- Completing the project within the agreed upon time and budget.
- Ensuring the project deliverables meet the quality standard of the client (Oceans Networks Canada) and stakeholders.
- Identifying potential risks and roadblocks in the timeline that might affect the overall success of the project.
- Promoting a positive, inclusive and supportive culture that encourages innovation and creativity in the team.
- Creating a final product that meets or exceeds the expectations of the client as well as stakeholders.

2.2 | Personal Goals

Personal goals are important for teams because they can allow for higher motivation for each group member. This can help boost productivity and increase the quality of work produced by each group member. Each group member has created their own personal goal as seen in Table 2.

Table 2: Personal Goals for Individual Team Members

Members	Personal Goals
Kohen	I hope to develop my emotional and social intelligence while resolving conflicts and generating solutions with my teammates.
Arfaz	I would like to communicate with everyone in the team effectively and efficiently, and ensure that everyone is up to date with the progress of the project.
Manny	My personal goal is to improve my leadership skills. I would like to become more responsible and be able to guide the group as a leader. This would consist of delegating specific tasks to certain group members.

3 | Guidelines and Expectations

Different people tend to have varying expectations in the behaviour of their group members based on past experience and personal values. Therefore, we shared our thoughts on how teammates should behave to develop some behavioural expectations and rules which should be followed.

3.1 | Behavioural Expectations

Behavioural expectations focus on how we expect our team members to behave and how each of us should strive to behave. These expectations include
- Asking for help when necessary
- Considering all ideas equally
- Giving and accepting meaningful and constructive feedback
- Taking responsibility for personal actions
- Accepting others skill levels and comfort zones
- Encouraging others to succeed

3.2 | Guidelines and Rules

Opposed to the behavioural expectations, team members must abide by the rules and guidelines as failure to do so may harm the team's performance. Some of these guidelines and rules include 1) Completing work before deadlines, 2) Arriving to meetings on time, 3) Notifying the team of any relevant personal conflict, and 4) Arriving at scheduled class times.

4 | Project Management Details

With this project being largely oriented online, it is necessary that the team develops strategies and chooses methods to follow when working remotely.

4.1 | Method of Communication

To stay in contact with the team, we have agreed to use the following methods of communication method:
- A group messaging app (Instagram Message) for any project related communication to communicate with each other outside of weekly meeting time
- A shared calendar (Google Calendar) to keep track of upcoming meeting times, deadlines, due dates among other important arrangements
- A video conferencing software (Zoom) for any important meetings outside scheduled time
- A shared document (Google Docs) for any project related documentation

4.2 | Collaborative Writing Strategies

Collaborative Writing Strategies are a fundamental aspect of working within a team to avoid technical conflicts and produce high quality work. Our group has agreed upon the following strategies:
- Encourage open and honest communication
- Establish a consistent style guide and formatting style
- Ensure all team members have access to each other's work to facilitate collaboration and provide feedback.
- Participate in peer review of each other's work
- Encourage constructive criticism from all team members
- Respect everyone's contribution to the overall team goal
- Collaborate and edit shared work via a document
- Ask for approval from team members before final submission

4.3 | Decision Making Strategy

Prior to making important decisions as a team, the group will follow a set of protocols
1. Identify the issue that needs to be addressed
2. Identify the goals and objectives that the decision needs to achieve
3. Generate ideas and ensure all inputs are considered
4. Allow for constructive disagreements between members
5. Use a consensus-based decision-making approach to finalize the decision

4.4 | Meetings

Each week, we will hold a meeting on the UVIC campus. This meeting will take place either in the Engineering & Computer Science Building or the McPherson Library. The meeting will be held from 6:30 PM until 7:30 PM. We can extend our meeting duration or reduce them depending on workload.

Each group member must abide by a specific list of rules in order to maximise efficiency and productivity during group meetings. The rules are as follows:
- Attendance is mandatory for each group meeting
- Group members must arrive on time to meetings
- The bare minimum time spent for collaborative work and group discussion will be 45 minutes
- Absence is only acceptable if a reason is given (i.e. illness, personal reasons, transportation complications)
- Preferably, the meeting will be held in an independent study area (study rooms, classrooms)

5 | Team Evaluation Rubric

The evaluation rubric (Table 3) is a tool that will be used at the end of the project to quantify each member's ability to work within the team. This rubric may also be referred to during the project to remind team members how they can improve themselves.

Table 3: Team Evaluation Rubric

Criteria	Score (0 - 5)
Prepares for meetings accordingly and arrives in a timely manner	
Contributes meaningful and creative ideas	
Gives and receives positive and constructive feedback	
Respects teammate's thoughts, ideas, and criticism	
Consistently meets deadlines without reminders	
Avoids and/or minimizes conflicts within the team	
Quality of work produced	
Total	
Additional Notes:	

Table 3 summarizes the qualities that our team values in each other, which allows us to give accurate grades to each of our team members. However, as unforeseen circumstances may arise or our values may change, the rubric is subject to change if agreed on by the group. The rubric also leaves space for additional notes and suggestions as to why a member may deserve a different grade.