**Group Contacts:** [missiaen@uwm.edu](mailto:missiaen@uwm.edu), [balist58@uwm.edu](mailto:balist58@uwm.edu), [nbbialk@uwm.edu](mailto:nbbialk@uwm.edu), [heinri33@uwm.edu](mailto:heinri33@uwm.edu)

**Goals:**

1. Communicate well and effectively, respecting others work, and helping when needed
   1. This includes commenting code well
   2. Following good practices in code, good variable names, clean codes
2. Make quality software, establishing consistent quality of work, and get an A
3. Gain experience working on a team to develop and use repositories to complete software projects

**Work Norms:**

1. *Time Commitment Expectations:*  
   The goal is to complete the job, as long as there is not a single member having to spend a substantial amount of time more than the other members. If this is the case, it should be brought up at the meeting and workload should be adjusted according.
2. *Dealing with different work habits:*  
   As long as communication is effective, and the expectations of the work is clear and done on time, different work habits should not be an issue. If a problem arises, those will be handled with the ground rules.

**Ground Rules:**

**Meetings:**

1. *Length of meetings:*  
   With effective communication between members, meetings should be rather quick, not expected to last longer than 30 minutes. They will occur directly after lab on Wednesday afternoons.
2. *Missing a meeting:*  
   Missing a meeting is okay, if they member has a proper excuse and communicates that they will not be able to make it earlier rather than later.
3. *Tardiness:*  
   Shouldn’t be an issue since the team will already be together before the meeting, but if it should occur it is a minor offence.
4. *Food/Drink:*  
   Bring food if you want, but you should really share.

**Group Communication and Interaction:**

1. *Regular Communication:*  
   Communication should occur by email on at least a weekly basis, detailed list of the work accomplished that week. If a member is having issues or problems, they should contact the team and detail their issue so they can help.
2. *Missing meetings:*  
   If a meeting will be missed, they should let the team know through email as soon as they know they are going to absent. Failure to do so is a minor offence.
3. *Communication Ethics:*  
   Be nice and considerate of the other team members. Opinions, ideas, and input will be respected and logical discussion about issues will occur in order to reach a solution to problems.
4. *Group Structure:*  
   Leader - Nick  
   Note Taker - Matt  
   Quality Controller & Coin Flipper - Garrett  
   Work Allocator - Elena
5. *Decision Making:*Any decisions and disagreements about the project will be decided by majority vote, with the tie breaker being a coin flip, which will be flipped by the Coin Flipper (the side that the coin flipper doesn’t agree with gets to call it).
6. *Delegation:*The work for the week will be broken down into 4 semi-equal parts decided on and discussed by the team as a whole. Team members may then volunteer for tasks, any member that doesn’t want to choose will be assigned work by the group Work Allocator.

**Group Participation and Work Quality**

1. *Group Participation:*If a group member participating too little or too much, it is the group Leader’s job to bring this up to the individual. If a group member refuses to give input when asked and this is blocking the flow of the meeting, it may be a minor offence.
2. *Work Quality Standard:*  
   All work should be done to the highest standard the member is capable of in order to communicate clearly and effectively. If someone notices that there is work being done that is not up to par, this will be addressed by the Quality Controller whole will notify the member of the best practices of quality that have been agreed upon by the group
3. *Too Much Work:*If at any time your work seems too much, the concern can be brought up through email or at the meeting. If the majority of the group agrees that the work is too much for a single member, then work will be reallocated accordingly by the Work Allocator.

**Disciplinary Procedures:**

1. *Regard All Disciplinary Actions:*  
   Any disciplinary consequence can be overridden by majority group vote
2. *Log:*All offences will be kept track of by the Note Taker
3. *Consequences:*If a member accrues at least 3 minor offences, they must bring a delicious treat for the other members at the next meeting (check to see if your group members have any allergies first!)
4. *Major Offences:*If a member behaves in a way that is completely unacceptable (determined by the group leader), this should be handled by the group Leader as they see fit
5. *Dismissal:*If a member continually commits major offences and does not change their behavior, they may be dismissed from the group, this would entail the other contacting the TA to discuss the member’s behavior. The TA will be the deciding factor on if a member is dismissed. All that member’s work will belong to the group as a whole.

We, the team named *Mayonnaise* agree to this group charter and will try our best to uphold it:

Garrett Missiaen - 2/10/2016

Elena Heinrich - 2/10/2016

Nicholas Bialk - 2/10/2016

Matthew Balistreri – 2/10/2016