*<Once your team has a Team #, create a new MS Teams INFO8000 group. Add your team members to the group. Make a copy of this template to “Files\TeamCharter\ INFO8000\_TeamCharter\_<Team#>.docx”. Your team members can now edit your MS Teams files.>*

**Team Charter** **for Team 5**

**Team Members**

|  |  |
| --- | --- |
| Name | Contact Information (e-mail, phone) |
| Basavraj Jaliminche | [Bjaliminche0149@conestogac.on.ca](mailto:Bjaliminche0149@conestogac.on.ca) |
| Namita Amgain | [Namgain2592@conestogac.on.ca](mailto:Namgain2592@conestogac.on.ca) |

**Expectations**

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

1. By signing below, I certify that I have signed and submitted the **INFO8000 Code of Honor** dated May 17, 2021 (eConestoga).
2. Do as much of the team assignment online using zoom. I will contribute to the team solution by making updates to the documents in MS Teams.
3. Complete work assigned as per the due date agreed by the team.
4. Treat other group members with respect and handle all conflicts with tact and diplomacy.  Keep any conflicts within the team.
5. Discuss all work as a group and agree on recommendations before doing it.
6. Proofread all work and be on time with submissions.  All work should be times new roman font size 12, double-spaced.
7. Attend all team activities in a safe online environment and a common time.  If a true emergency comes up, e-mail or call each other prior to the meeting and specify how I will catch up.
8. If I did not participate in any group activity or did not provide my contribution to my team at least 24 hours before the assignment due date, my name will not be included in the assignment headers, and I will get a zero mark.

Common Meeting / Work Period Time: Every Saturday 12:00 am