

## Team Charter

### Instructions for completing your team charter:

This week, you should think about the information asked for in the charter and record your ideas.

Your team charter template is divided into four major sections:

- A. Establishing team procedures
- B. Identifying expectations
- C. Timelines and milestones (your team's process for planning a timeline and milestones)
- D. Specifying the protocol and consequences for failing to follow procedures and fulfill expectations

Make your charter as specific as possible.

Instructions are in **gray** text. Delete any grey text as you fill in the form. Prior to turning in the charter delete the instructions on this page.

**Date: 8/21/25**

**Team Name: Group 2**

**Team Members:**

Ben Anderson  
Stella Shipman

## Section A: Team Procedures

### 1. Communication

#### a. Contact Information

Name:	Contact Information
Ben Anderson	Teams Email – <a href="mailto:bma015@uark.edu">bma015@uark.edu</a> Phone - (479) 657-3212
Stella Shipman	<a href="mailto:stellas@uark.edu">stellas@uark.edu</a> 501-516-7122

#### b. Preferred methods of communication and how they will be used:

- Teams – primary communication
- Email – secondary communication
- Phone: urgent/last resort communication

#### c. Synchronous meetings:

- Meetings will be held as needed

#### d. Asynchronous communication:

- Team members should check email and teams at least once a day
- Team members should respond the emails/messages by end of day

#### e. Unavailability:

- No meetings on weekends unless needed
- Members to communicate unavailability if things come up

#### f. Failure to communicate with team:

- If a member is not responding to email/teams messages, then we will text their personal phone number
- If communication becomes an issue we will talk with the professor

#### g. Etiquette:

- Be professional and communicate

## **2. Roles of Team Members**

- a. Team Member Roles:
  - Lead: coordinate tasks and meetings, ensure deadlines are being met
  - Task Manager: take notes and keep track of workflow
- b. Feedback and editing: Team members can give or ask for feedback as needed and editing can be a collaborative process.

## **3. Decision Making**

- a. Decision Making Method(s): Decisions will be made through collaborative discussion
- b. Modifying Decisions: determine the cost of reversing the decision and plan accordingly if necessary

## **4. Record Keeping**

- a. Updates or Status Checks: Team members will send a status update in teams on their progress at least twice a week

## **5. Conflict Resolution**

- a. Resolution Strategies: Discuss both side in depth and find a cooperative solution
- b. Intervention from the instructor: If a team member stops communicating all together or doesn't contribute to the progress of the team despite intervention

## **Section B: Expectations**

### **1. Work Quality**

- a. Assignment standards: Assignment quality should be of good quality that both teammates agree upon
- b. Strategies to meet assignment standards: Give good effort toward all assignments and ask for feedback if unsure of the quality.

- c. Disagreements about quality: Disagreements will be resolved by reviewing the requirements of the project and the grading criteria and discuss how we feel the quality is or isn't lacking in that context

## **2. Team Participation**

- a. Strategies to ensure cooperation and equal distribution of tasks: Communicate time expectations and potential conflicts in addition to asking for help if a task is more difficult than expected
- b. Strategies for encouraging/ including ideas from all team members: Open, honest communication around all areas of team projects should be of the highest importance and decisions should not be made without the input of each team member.
- c. Strategies for keeping on task: The team can agree on deadlines for certain tasks to help each member stay on schedule and prioritize appropriately

## **Section C: Timelines and Milestones**

### **1. Assignment Timeline**

- a. Timeline Creation Policy: The team will discuss all the tasks required throughout the project and consider other factors such as jobs and other classes to decide on appropriate timelines with the final due date in mind
- b. Timeline revision Strategy: The original timeline should allow extra space for potential issues that may arise. If adjustments are needed, the most important tasks should be prioritized after team discussion of the remaining tasks.

## **Section D: Consequences for Failing to Follow Procedures and Fulfill Expectations**

### **1. Infractions**

- a. Definitions: An infraction will be things such as failure to communicate and provide status updates to the team or failure to complete assigned tasks by the agreed deadline. Failure to complete work is more severe than failure to communicate since it has a larger impact on the progress of the team.

- b. Recording of Infractions: Infractions will be documented in the teams channel, recorded also in a word doc if necessary

## **2. Consequences of Infractions**

- a. Consequence of first infraction: Discuss how the specific behavior is detrimental to the team and ask for it to change.
- b. Consequences of subsequent infractions: Discuss a second time about how the member is not contributing and make them aware of the potential consequences of no improvement.
- c. Notification to Instructor: When there appears to be no noticeable change in behavior, the instructor will be notified.

## **3. Exclusion of Member from Team Assignment**

- a. Under what circumstances will you ask the instructor to remove a member of the team? This will be a last resort after all communication methods have been tried to no response, and no contribution has been made from that member.