

Group Charter: Haxorz

Meetings: Tuesdays after Lab at the Union

Group Contacts:

- Bryce 414-899-0282 mcmurtr5@uwm.edu
- Alex 414-531-ALEX (2539) kaneap@uwm.edu
- Jaime 414-416-4090 lopez35@uwm.edu
- Dillan 920-980-8403 smit2633@uwm.edu

Goals:

1. To adhere well as a group, respecting each member, and supporting each member by working together to accomplish the goals listed below and adhering to this charter.
2. To understand the processes behind software engineering. With a good understanding of this, it should help lead to an "A".

Work Norms:

1. Time commitment required by each group member:

Time commitment is a difficult thing to determine seeing one member may be able to complete the same job in a less amount of time. The goal is to complete the job. If one member is taking a substantial amount of time more than the others, it will be examined by the group as to whether his work load should be decreased.

2. Dealing with different work habits:

The work habits of any particular member will not be an issue as long as the member communicates progress, produces quality work, and the work is done by the dates established by the group. If the member does not meet these standards, procedures to deal with that member are further detailed in the ground rules.

Ground Rules:

Meetings:

1. Length of meetings:

Under an Hour, members have classes to go to.

2. Missing a meeting:

Bring food/snacks to next meeting.

3. Tardiness to meetings:

3 lates (Over 5 mins), bring food/snacks to next meeting

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Group communication and interaction:

1. Regular communication:

Regular communication should occur every two days via email. This communication should include a simple update on ones progress of their portion of the project. When a member finishes their portion of the project, they should attach their finished product in an email to all group members. If it cannot be attached to the email, the member shall explain a way to view the finished product.

2. Group communication on tardiness/missed meetings and meeting information:

If a member has prior knowledge of a missed meeting or tardiness of a day or more, that member shall send an email to all group members signifying such. If it is the day of the meeting and a group member is going to miss the meeting or knows they are going to be tardy by more than five minutes, that member shall send a text message to all group members informing them of the situation.

3. Communication ethics:

There shall be an understanding among group members that all opinions or input by any individual member is valued and will be respected, even if disagreed with. People and/or their opinions shall not in any way be degraded or dismissed but all opinions shall have equal consideration. If a member feels his opinions are being rejected without good reason, he has a right to bring it up to the group leader and/or the group. The group will then discuss the situation and either reconsider their opinions, or make a case as to why the members opinions are not being used. If there is such a disagreement, the note taker or agenda maker will record the situation as well as the member who feels disregarded. If this situation happens more than three times the member has a right to go to the TA and state their case. If the problem is not solved by the TA, the opportunity is then open to state their case to Hopkins.

4. Group structure:

The group shall have the following roles to help the group be more efficient:

Yoda – This role belongs to the group leader. This jedi master is responsible for the flow of the meeting and has a helpful role in the delegation of responsibilities.

R2-D2 – This role belongs to the meeting note taker. This droid is responsible to take notes at all the meetings and to relay the important information and any decisions made during the meeting to the other members via email by the end of the next day. They will also be responsible for recording any disciplinary actions taken toward any member of the group.

Han Solo – This role belongs to the agenda maker. This member of the rebellion is responsible for making an agenda of subjects which need to be covered in the upcoming meeting. The agenda shall be emailed to the group before Saturday for a Monday meeting and three days before any other meeting.

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If any member in a role does not follow through with his responsibilities on multiple occasions or if for some reason a member is not able to perform their duties, they shall be replaced by group decision.

5. Decision making:

Any decisions which need to be made about the project, project direction or disciplinary action will be made by a majority vote. Any decisions about delegation will be covered in part six. Group leader will have two votes in case of tie.

6. Group decisions on delegation:

The delegation of responsibilities to group members will be decided in the following fashion. The responsibilities will be discussed and decided on as a group decision. Then each group member has the opportunity to volunteer for the task he may want. If a group member does not volunteer for a task, they will be assigned one by Yoda. If a group member feels the portion of responsibility is unfair, they may voice their concern and state a reason why. If a majority of the group feels this member is correct, the responsibilities will be reformed and the delegation process will start again.

Group participation and work quality

1. Group participation:

If a group member isn't participating or is over participating it will be the Yoda's responsibility to politely ask the member to share either more or less based on the situation. If some is asked to share what they think or is asked to give others a chance to share, but they do not, and their under or over sharing is blocking the flow of the meeting, then by group decision it may be considered a minor offense.

2. Work not up to standard:

Group standards, regarding quality and timeliness of work, are important to uphold if we aim to succeed as a group. With goal 2 in mind we should always be putting forth the effort necessary to submit our best work. However, if there is a problem it should be handled in the following manner. It is understandable that at some point in this project someone may not be able to put in the time or effort necessary to meet group standards. If that should happen he must notify the group as soon as possible so the task can be redistributed, using the system established in group decisions and delegation, and the group can continue functioning at its highest level. If he continues to repeat this behavior it may result in a minor or major offence depending on the severity. In any case a minor offence must be given to the individual, for this action, before a major offence can be. At some point the group may cease to offer work to him as he is untrustworthy at that point. However, a group member may be able to redeem himself. If said member continues to perform above expectations for at least two weeks he shall be returned to full member status by way of this clause.

3. Group members unprepared:

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It is understood that people are busy with other classes and school work. If by group consciousness it is obvious that a member is unprepared for a meeting, and their unpreparedness creates a hindrance to the group and project, then disciplinary action will have to take place. Unpreparedness of this form will immediately result in a warning then a minor offence hereafter.

4. Workload too heavy:

If with the time restraints and number of group members actively participating is not sufficient enough to complete the task, a plea of mercy will be sent to the Hopkin via email and in person which logs the details of the amount of work to be done, the status of how far we are, and why we can't complete it in that time period.

Disciplinary Procedures:

1. Regarding disciplinary actions:

Any disciplinary action to be administered can be overridden by group conscience, if decided by a majority vote.

2. Disciplinary Log:

The note taker will be responsible for logging any information on offenses committed by any member. This report will be sent out with the meeting notes every week so each member knows where they stand.

3. Minor Group Offence:

A minor group offence can occur for breaking indicated statutes of the charter. Minor offences require the offender to be labeled as "Storm trooper" for their stupidity. The storm trooper is required to prepare a delicious baked treat good either homemade or store bought within the next two meetings. Failure to do so will escalate them to the next level of offence. A record of the minor offence and when the delicious baked treat arrived will be recorded by the group assigned note taker.

4. Major Group Offence:

With 3 minor group offences, the issue will brought to the attention of the TA to discuss the next steps.

We, the team named *Haxorz* agree with the Group Charter and will try our best to uphold it.

Name Bryce McMurtry

Date 1/23/18

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Name Alexander P. Kane

Date 1/23/18

Name Jaime Lopez

Date 1/23/18

Name Dillan Smith

Date 1/23/18