**Team Charter**

The group named Silver Soul consists of the following members: Adam Schweitzer, Nick Taylor, Matt Holston, Alex Mattingly, Nick Gay, and Benjamin Benoit. It is the responsibility of each team member to abide by the following rules/policies:

**Team Goals:**

Our primary goal is to provide the client with the best possible business solution for her company, Sweet Karoline’s Cakes. This business solution will encompass the problems found in the problem statement. The final presentation will be clear, concise, and to the point. We want the client to feel confident that we can meet her expectations.

Our secondary goal is for all members of the group to show up to class and group meetings. Each group member should come prepared with his/her ideas and the required tools to contribute to group discussion and group projects.

**Team Meetings:**

Team meetings will be conducted on Mondays at 1 p.m. in the College of Business. However, the team has the right to alter meeting times and locations. This will be communicated via GroupMe.

**Team Communication:**

All team communications will go through the social networking application, GroupMe. Important discussions and decisions will go through the application. Any and all materials, project files, and project documents will be shared in Google Drive. This will allow all members of the group to access and work on group projects. It is up to each group member to regularly check GroupMe and stay up to date on group decision and information.

**Team Decisions:**

The team will build consensus for decisions via communicating in group meetings and the GroupMe. Decisions will be made with majority vote, any conflicts that should arise will be resolved with the involvement of every group member communicating different ideas for a solution until the conflict is resolved.

**Project Repository:**

All team project documentation will be maintained exclusively via Google Drive so every group member has easy access to editing and viewing group documents. Group documents, such as a text documents, will be started in Google Documents. This will allow all team members to contribute and edit the document simultaneously. When a document has to be submitted into Blackboard, it is up to a member of the group to ensure the document is formatted properly and in the proper file format (e.g. .gdoc to .docx)