C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**Enter team identifier**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Sharence Solomero | ssolomero6@gatech.edu | email |
| Matthieu Capuano | mcapuano3@gatech.edu | Email / Groupme |
| Alexander Wilkins | wilkinsalexanderb@gmail.com | Email/groupme |
| Ash Bhimasani | 16abhimasani@gmail.com | Email/phone |
| Simola Nayak | simola.nayak@gmail.com | Email/Groupme |
| Member 6 | Contact 6 | Pref 6 |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Sharence Solomero | “I play my role” | Confrontation |
| Matthieu Capuano | Decent Coder, can implement in JavaFX and possibly tkinter as well | Pretty picky, needs things to be perfectly outlined |
| Alexander Wilkins | Familiar with java and javafx | Probably coding |
| Ash Bhimasani | Team player | Slightly unreliable |
| Simola Nayak | Self-deprecating humor…? Cat puns… | Awful coder, the Debbie Downer of the group |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

Goals: Meet every Wednesday and each member should have at least 80% of their work done. Good communication, especially in case of issues (e.g. someone having difficulties with their part). Even work distribution. Meeting every Wednesday at 11am for now.

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Roles:

Sharence Solomero: UI

Matthieu Capuano: Code, Team Leader

Alexander Wilkins: QA, Agenda

Ash Bhimasani: Code

Simola Nayak: Code, UI

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Timetable: Meetings will take place every week, each member should have most of their work done by the meeting. Deliverables will be assigned during those meetings for the milestone due the following week. One group member is assigned with making sure that members have done some of their work by Sunday evening/Monday morning.

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

Attendance: Expectations are that all members attend every meeting unless they notified the group in advance. If they will not attend, they should have almost all their work done unless there is a very valid reason, in which case work will be reassigned.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Excuse: Death in family, sickness, heavy workload is acceptable but the member should inform the team the weak prior so distribution is distributed accordingly.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

Emergency Process Notify other team members and send their work they have done asap to the group chat. Valid emergencies are the same as those that would be considered valid for missing a class.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

Preparation To have a set agenda for the night before a meeting. The agenda will cover everything that will be discussed during the meeting. Everyone should have most of their work done by the meeting, is accountable for his/her work and should notify others early in case of issues.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

Contributions Everyone should state their opinion before the group decides what to do, especially if they disagree with current status quo.

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

Monitoring Someone has been assigned with monitoring the group github to make sure that every member has done some work by the end of the weekend following the meeting.