

Team Charter

Course: 18652

Team Name: SV4 – Facepalm SE

These are the terms of group conduct and cooperation that we agree on as a team.

Participation: We agree to....

equally contribute to the team projects. Everybody is required to make a certain amount of technical contribution, but team members will leverage their own strengths on an as needed basis. Workload will be balanced during the discussion in weekly meetings. Everybody will put in on average the same amount of hours per week toward the team projects. We each agree to spend about 10 hours per week on team projects, depending on other deliverables and course obligations. Every iteration will have a project leader, which will rotate. Tasks will be created collectively and team members will volunteer for them. Tasks will be estimated by the team. Each person will keep track of his/her hours worked in each week.

Communication: We agree to...

respond to team emails, review requests, and information requests from other team members within 24 hours. We will keep each other abreast of any developments and of our progress. We won't wait until the team meeting to deal with issues, share information, or synchronize work. We will use Trello to manage our task backlog and track task status. We will use Wechat for sending instant messages in order to get contact with every team member as soon as possible.

Meetings: We agree to....

meet twice every week on Mondays and Wednesdays after class for an hour. Team members will be punctual so that we don't waste precious time waiting for each other. In addition, we will schedule an additional meeting with our TA if it is needed during the week. Every meeting will have an assigned moderator who will manage the time and the agenda. The moderator will prepare the agenda. This role will be rotated. If somebody cannot be present in person, he/she will notify the moderator and will make every effort to participate remotely. We will start each meeting with kudos, where each team member will briefly list important recent contributions by others. And the tasks for future will be scheduled and allocated at the end of every meeting.

Conduct: We agree to...

respect each others' opinions and listen to each other. Flaming will not be allowed in written communication or during meetings. We will try to reach consensus when possible. We agree that giving credit is as important as taking credit. We will give credit when credit is due. We will not take credit for someone else's work. We will use constructive criticism. We will help each other on solving problems and every team member will share his own experience on the issues of our team projects.

Dealing with Conflicts: We agree to...

to use the following process to deal with conflicts. Majority rules in general. Conflicts will be discussed and every team member will provide his own choice and the rationale for the choice. After hearing all the reasons provided by the team members, every team member must cast a vote for the conflicts. If the team cannot draw a consensus even after the

discussion and the voting, they will first consult with their TA, who can escalate the situation to the instructors.

If a team member feels that another team member is not pulling his/her weight or is being unreasonable, the team should have an open discussion about the issue. If the situation does not improve within a week or two, the team can escalate the situation to the TA or to the instructors.

Deadlines: We agree to...

complete and submit assigned work for a team deliverable two or three days in advance of the deliverable due date so that the team can review and aggregate the work in time. Time schedules can be adjusted slightly on the 'two or three days' baseline according to team members' individual deliverables and workload. A designated team member will review the final submission before submitting a team deliverable. This role will be rotated.

Team Member's Name	Team Member's Signature
Arthur Morales Sampaio	
Bingchen Qin	
Xiao Chen	
Yan Li	