

Team Charter for "Dying For Die"

Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after...)
Cody Kantor	ckantor8@gatech.edu	email/text/groupme
Aayush Dixit	aayushpdixit@gmail.com	email/text/groupme
Dezarae Dean	dezarae.dean@gmail.com	groupme
Thomas Crawford	tcrawford38@gatech.edu	email/groupme
Alistair Sequeira	asequeira6@gatech.edu	email/text/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.
Cody Kantor	Communication	Afraid to ask for help
Aayush Dixit	Reliability	Time management
Dezarae Dean	Organization	Perfectionism
Thomas Crawford	Focused	Time Management
Alistair Sequeira	Work Ethic	Time Management
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?

In terms of our final product, our team's goal will be to create a product that is high quality, thoroughly tested, and meets all of the necessary requirements. Our goals for collaboration during the project will be the following: maintaining accountability from all members, establishing a clear and open line of communication, and making sure everyone's ideas and opinions are heard and respected.

2. 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:

Aayush - Implementation Lead and Quality Assurance

Cody - Lead Requirement and Development Engineer

> Analyze requirements and develop code to satisfy them

Alistair - Planning and Tracking Lead

TJ - Arrange Meetings, Project Manager

Dezarae - Design Lead and QA Engineer

3. What is your timetable for activities?

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

Timetable

Due Dates:

M1 : June 13

M2 : June 27

M3 : July 11

M4 : July 25

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

Everyone is expected to attend virtual meetings. If someone cannot attend the scheduled meeting, they will let everyone know in the group chat beforehand so that the rest of the team can plan accordingly. One member will then do a recap in the Groupme of what was accomplished during the meeting and assign any additional goals to the missed member.

The main expectation is that all changes in regards to attendance be communicated as early beforehand as possible so that the group knows and can plan for it.

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

Some possible excuses that would be considered acceptable are: illness, family emergency, busy with other classwork (tests, other group projects, etc.), other high priority events (interviews, work).

Some unacceptable excuses would be forgetting that there was a meeting, not knowing that there was a meeting due to not reading the group chat, going to an event or doing something that was not communicated to the group beforehand.

6. 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)?

If a team member has an emergency and can no longer attend a team meeting, then the biggest thing is that the team member communicates this to the group as soon as they are able to. Depending on what kind of work they were supposed to deliver, the group can either delegate it among other group members, give that team member an extended deadline, or help them out with their task.

7. 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?

We all have the expectation that we will want an A on the project and will want everyone to work hard but also be vigilant when all of an individual's tasks cannot be completed, reaching out early and clearly describing what they need help on. We expect all members to be prepared for meetings so we don't have to spend a lot of time repeating information, and members should be knowledgeable about the project's current state to make meetings smoother.

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

Every team member will work hard to contribute to the team project. They will ask for help when they feel that more opinions and hands can increase the quality of output. We will all work to deliver a project that we can be proud to present. All team members are expected to support and respect one another. We should work to complement each others' abilities and lend a hand when others struggle. In any conflict, another team member should step in to find a resolution that fits best for the team overall. We also acknowledge that right now is a difficult time so we will also work to be sensitive to the personal needs that each team member may be dealing with.

9. 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?

In order to keep the team on track, we will establish an agenda before and after each milestone to ensure that team members are on the same page. In the meeting after a new milestone, we will delegate responsibilities/deliverables so that each member has a set of tasks to accomplish for each milestone. Therefore, we will be able to manage and check up on each member's progress either through GitHub or in the groupme. If a team member is falling behind or was assigned a particularly difficult task, we can also adapt and have other members help out to make sure the team stays on track. Team members who do well will be rewarded with acknowledgement and a hearty thumbs up from the team. If a team member's work wasn't at the expected level of quality, this will be discussed as a group so we can try and find a resolution or better approach for future milestones, and they may receive a disapproving thumbs down from the group.