E-Health System

Team 2 K16T1

🔴 Team charter

📄 For E- Health System

📄 Version 1.1

📄 Written by Le Ngoc Chau

Contents

Revision history

Version	Updated Date	Author	Description
1.0	24/05/2013	Le Ngoc Chau	Create document
1.1	14/06/2013	Le Ngoc Chau	Update roles

List of table

1. Role of each team member

Role	Responsibility
Leader	Le Ngoc Chau
Team member	Trinh Thai Anh Khau Thanh Dao Pham Ngoc Hung Ngo Quang Huy Ta Ngoc Thien Phu

Table 1 Team structure

2. Principle for team meeting

No	Principle
1	From Monday to Saturday (7 am – 12 pm), all of team member must go to school to work.
2	Monday morning every week (7:30 am – 8:30 am) have meeting with mentor
3	Leader must notify the time and place of the meeting for the group before 24 hours
4	After meetings each day, each member must complete effort log for that date before the end of working day
5	All members must learn and prepare necessary documents for the next day's work
6	All members are not allow to absent or late more than 15 minutes
7	When the meetings, all members must have enough tools, equipment, laptop, papers, ... for recording.

Table 2 Principle for team meeting

No	Penalties
1	Members absent (no reason) will be deducted 20% of the total evaluation score of the week.
2	Members absent (excused) will be deducted 10% of the total evaluation score of the week.
3	Members late (more than 15 minutes) to buy sugar 6 cups sugarcane juice to other members

Table 3 Penalties for team meeting

3.   Principle about submit work and report progress of each team member

No	Principle
1	Every day, each member must check email for the job situation and the situation of the management team.
2	After check email, each member must confirm for leader.
3	Friday weekly, each member must report the progress of their work for PM

Table 4 Principle for submit work and report

No	Penalties
1	Members do not complete the job (not reported) will be deducted 100% of the evaluation score of the week
2	Members don't reply when recieved work and commitment will be deducted 10% of the total evaluation score of the week.
3	Members submit their work not by deadline will be deducted 50% of the total evaluation score of the week

Table 5 Penalties for submit work and report

4. Award

No	Award
1	Phase leader completed his work, not late, not violate the rules will be plus 20% of the total evaluation score of the week.
2	Members completed their work, not late, do not violate the rules will be plus 20% of the total evaluation score of the week.

Table 6 Award for team members

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