**Team charter**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 07/11/2013 | Le Ngoc Chau | Create item (1), (2), (3) |
| 2 | 1.1 | 12/11/2013 | Le Ngoc Chau | Update item (1), (2) |
| 3 | 1.2 | 16/11/2013 | Le Ngoc Chau | Update item (4) |
| 4 | 1.3 | 27/11/2013 | Le Ngoc Chau | Update item (3), (4) |

Table 1: Revision history

# **Introduction**

## Purpose

This document was written to help members understand the principles of team work and penalties for member who not completing the tasks or award for member who effort and positive contribution to team work.

# **Role of team member**

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Le Ngoc Chau | Support engineer |
| Khau Thanh Dao | Chief scientist |
| Ngo Quang Huy | Scrum master |
| Nguyen Phan Xuan Huy | Quality process engineer |
| Huynh Trong Khang | Requirement engineer |
| Ta Ngoc Thien Phu | Chief architect |

Table 2: Team role

# **Rules of team**

|  |  |
| --- | --- |
| **No** | **Principle** |
| 1 | Everybody must attend team meeting from 1 pm to 4 pm on Tuesday, Wednesday, Friday, from 8 am to 11 am on Thursday weekly |
| 2 | In the end of each day, each member must complete time log |
| 3 | All members must research and prepare necessary documents for the next day's work |
| 4 | All members are not allow to absent or late more than 15 minutes |
| 5 | When the meetings, all members must have enough tools, equipment, laptop, papers,  ... for recording. |
| 6 | Leader must notify the time and place of the meeting for the group before 24 hours |
| 7 | Team member have to meeting with mentor on Thursday weekly (from 9 am) |

Table 3: Team rules

# **Sanctions**

|  |  |  |
| --- | --- | --- |
| **No** | **Content** | **Penalties** |
| 1 | To be late in meetings | Buy soft drink for team |
| 2 | Absent with reason | Each member can absent maximum 7 days in 30 weeks and this person will be minus 10 points that used to evaluate in week if you absent in 8th time |
| 3 | Absent without reason | 1st: prompt  2nd: warning and minus 10 points that used to evaluate in that week  3rd: reporting with mentor and minus 100 points that used to evaluate in that week |
| 4 | Don’t bring computers, paper, pen…used for team meetings and team works | Minus 20 points that used to evaluate in week with once |
| 5 | Don’t complete team work by leader’s report | Minus 50 points that used to evaluate in week |
| 6 | Don’t repair document before team meeting | Minus 20 points that used to evaluate in week with once |
| 7 | Don’t submit time log | Minus 20 points that used to evaluate in week |
| 8 | Submit time log late | Minus 10 points that used to evaluate in week |
| 9 | Don't have or little comment when team meeting | Minus 5 points that used to evaluate in week |

Table 4: Sanctions

# **Bonus**

|  |  |  |
| --- | --- | --- |
| **No** | **Content** | **Bonus** |
| 1 | Complete substitution of other member's work | Add point of the person has been minus |
| 2 | Members complete work in the assessment of the group in months | Add 1 day for absent with reason |
| 3 | Positive discussion | Add 5 points that used to evaluate in week |

Table 5: Bonus