

## **MIS 322 - Assignment 1 FA21 – V2**

Turn in individually. 10 pts.

This is going to be a challenging term. The Systems Project and requirements to work on-line and in a team add to the challenges. Frequent communications and alignment as a team will be key ingredients to success.

1. For this assignment, ***as a team***, create a team project charter – How the team will operate.

Include at least the following points:

- How group communications will work, re: Discord, Teams, etc.
- Meeting cadence, I recommend at least twice a week.
- How the project plan will be updated. E.g., by the person doing the task, or through the project mgr.
- Where shared documents will be stored e.g., one-drive. Be sure to save all interview questions and responses, and any other communications with the customer.
- Risks the team sees in accomplishing the project deliverables
- Mitigation plans to reduce the risks

2. Individual; What is your role on the team and explain what your responsibilities are to the team and projects.