

CS540 Group Project Charter

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Communication Norms:

a) Will your team have regular team meetings? When and where will your team meet?

Our team will hold bi-weekly 30 minute meetings. Currently these are: Tuesday: 5 - 5:30, Friday: 3:30-4:00. Team members will send virtual updates on Fridays if unable to join.

b) How will you communicate as a team? (face-to-face, using video conferencing, etc.)

The team will communicate primarily over Discord and Zoom.

c) What are the norms for responding to virtual communication? (e.g., respond to emails within 24 hours, etc.)

We expect team members to try to respond to messages within 24 hours.

Operating Guidelines:

a) How will your team make decisions?

Team decisions will be made after reaching a consensus through discussion. In cases where a clear consensus is not possible, we'll make decisions based on majority rule.

b) What are your team's expectations regarding team member performance and contribution quality?

We expect team members to meet the weekly goals that are set and to review one another's work for quality assurance.

c) What are your team's expectations regarding cooperation and attitudes?

We expect team members to approach teamwork with constructive attitudes and work to resolve disagreements proactively with upfront communication.

d) What are your team's expectations regarding meeting attendance, punctuality, and participation?

We expect team members to attend at least one meeting per week and to play an active role in discussion and planning of the project.

e) What precautions will you take to avoid a situation where one or two people are doing an outsized amount of the team's work?

We're planning to communicate minimum work expectations proactively and give people opportunities to express if they feel like they're responsible for a disproportionate amount.

f) How will you handle different expectations around when to start on assignments (i.e. some team members procrastinate more than others)?

We're planning to structure our expectations around the sprint deadlines so our work is broken into manageable chunks. We hope the compact timeframe of each sprint will help us to keep our work synchronized with one another. To help with this, we're asking team members to be upfront when they're falling behind or need help on something.

Conflict Management:

a) What strategies will your team use to resolve differences of opinions among members?

Team members will all be able to state their case for why they believe we should move forward in a certain way, but ultimately we will defer to majority rule to settle disputes.

b) What strategies will your team use to deal with non-responsive or underperforming members?

At the end of each sprint we will hold a review meeting where we can discuss what is causing us to fall behind or fail to communicate and find ways to mitigate it going forwards. After 1 week of failure to communicate, we would like to address the issue.

c) How will your team handle unexpected issues (e.g. family emergencies, illnesses, etc.)?

We would like team members to communicate any unexpected issues as soon as possible so we can work on mitigation strategies and re-scope our project as necessary.

Outside Commitments:

a) Are there any outside commitments (family, job, personal) that could impact an individual's ability to work on this team project?

- Suzanne works full time, which conflicts with meetings during 9-5 on most weekdays.

- *Lance works full time on research at Emory, however this is mostly flexible. I have some standing meetings throughout the week that cannot be moved, though.*
- *Rayvant is working on two big side projects that take up significant bandwidth. However, should mostly be able to attend all meetings and meet expectations on a weekly basis.*
- *Beatrice works full time at Emory with (mostly) flexible hours and some inflexible meetings, she also has a prior commitment between April 24-28.*
- *Israel works as a research assistant at Emory. With his current schedule he should be able to make it to most of the meetings and complete tasks*

Signed: Suzanne Alexander, Lance Kennedy, Rayvant Sahni, Beatrice Brown-Mulry, Israel Anjorin