1. Meeting Availability Expectations: Each member is expected to attend at least one weekly meeting lasting for approximately one hour.
2. Response Time Expectations: Each member is expected to respond withing 24 hours of the initial message
3. Group Decision Procedure: Majority group votes are the deciding factor for all policy adoptions, along with other decisions that involve the group or charter. If a group member is not informed of the vote, the entire voting process will be void and must recur with all members. If a member is informed of the vote with proper prior notice but still does not participate, the vote will continue.
4. Group Offences: If a member of the group is absent from a meeting without prior notice, doesn’t complete assigned work for a sprint, or is hostile towards other members of the group, they will have committed a group offence and will be warned by the other group members about their offence. Following the offence, if the group member continues to commit group offences, a group meeting will be held to discuss the offences. If the group member committing the offence is not present or if no agreement is reached through the meeting, the other group members will contact the instructor or a TA to discuss the matter, including proper evidence of the offences.
5. Signatures:

We, the group named \_\_\_\_\_\_\_\_\_ agree to uphold the values of the charter to the best of our ability.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_