Group Charter: Group Thr33

Meetings: Every Thursday at 2 pm in the Library West Wing

Group Contacts:

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* Bee Yang – [yang737@uwm.edu](mailto:yang737@uwm.edu)
* Aaron Broadnax – [broadna9@uwm.edu](mailto:broadna9@uwm.edu)
* Slack Channel – GroupThr33

Goals:

1. Work together cohesively to design and create a finished product to be presented at the end of the semester.
2. Gain an in-depth knowledge of and experience with working in a group toward a common goal.
3. Learn about the agile/scrum software development process.
4. Receive an “A” on the semester project.
5. Become well-versed in the Python programming language.
6. Accomplish all goals defined within the charter to the best of the group’s ability.

Work Norms:

1. Time commitment required by each group member:

The amount of time devoted to the project should be roughly equal for each member. If one member has more experience in a given area and can therefore complete work faster, there will be a discussion regarding rebalancing of the workload.

Total time commitment will be sufficient to complete the project in the required timeframe, considering any possible obstacles.

1. Dealing with different work habits:

Team members will be allowed to contribute to the project in ways that best match their strengths, as long as sufficient progress is being made toward our goals and this charter is being adhered to.

Ground Rules:

Meetings:

1. Length of meetings:  
   Meetings may have to take as long as it takes, however meetings longer than 1 hour are discouraged. Meetings should be focused on organization and planning rather than implementation. If there is not enough time to discuss all pertinent issues during the weekly meetings, additional communication may be done through Slack. It is understood that if a meeting takes too long, members may have to leave for classes or work obligations.
2. Missing a meeting:  
   An occasional missing of a meeting can be accepted. If, however an individual repeatedly misses a meeting without good cause, some disciplinary action may have to be taken. Acceptable justification of a missed meeting includes, but is not limited to: injury, illness, family emergency, work, conflicting class schedule, or death (yourself or other). If a meeting is missed for any other reason, the affected group members will decide as to whether the reason for missing the meeting is acceptable or in need of disciplinary action. Two meetings missed without emailed valid excuse will result in a minor offence. Three will result in a major offence. Missing meetings with a valid excuse will be not warrant a disciplinary action.
3. Tardiness to meetings:  
   If a member of the group is consistently late, this will result in a major offense. On time means the time the meeting is scheduled to start (2 pm on Thursdays). Records of being late will be recorded by group note taker.

Group communication and interaction:

1. Regular communication:

Members of the team will keep an open line of communication via Slack. This communication should include a simple update on one’s progress of their portion of the project. When a team member completes a user story, the code will be committed to GitHub with a detailed commit message and the rest of the team will be notified via automated message from GitHub to Slack. If a member forgets to post progress, any member can send an inquiry message to the person who forgot. If the message is not responded to in 24 hours, an email will be sent to the Rock detailing the situation. The other members of the team will discuss allocation of the absent member’s tasks. If the member has a good reason for not responding, it will be taken into consideration as to whether there will be disciplinary action; otherwise it will be an immediate minor offense. If a member will be out of contact for more than 24 hours, the group must be alerted via a message in Slack. If a member is having problems with their portion of the work, they should let the rest of the group knew immediately so they can receive any needed help as soon as possible.

1. Group communication on tardiness/missed meetings and meeting information:  
   If a member has prior knowledge of a missed meeting or tardiness of a day or more, that member shall send a message to the Slack group. Failure to do so more than once will result in a minor offense.
2. Communication ethics:  
   There shall be an understanding among group members that all opinions or input by any individual member is valued and will be respected, even if disagreed with. People and/or their opinions shall not in any way be degraded or dismissed but all opinions shall have equal consideration. If a member feels his opinions are being rejected without good reason, he has a right to bring it up to the group leader and/or the group. The group will then discuss the situation and either reconsider their opinions, or make a case as to why the members opinions are not being used. If there is such a disagreement, the note taker or agenda maker will record the situation as well as the member who feels disregarded. If this situation happens more than three times the member has a right to go to the TA and state their case. If the problem is not solved by the TA, the opportunity is then open to state their case to Rock.
3. Group structure:  
   The group shall have the following roles to help the group be more efficient:  
   King – Orchestrates the overall flow of the project, helping the team make consistent progress. Ensures that all members have a task to complete and no hinderances to completing that task.  
   Scribe – This role takes notes on meetings and posts them to the appropriate repository.  
   If any member in a role does not follow through with his responsibilities on multiple occasions or if for some reason a member is not able to perform their duties, they shall be replaced by group decision.
4. Decision making:  
   Any decisions which need to be made about the project, project direction or disciplinary action will be made by a majority vote. If a decision cannot be made in a timely fashion, the current King of the team will have the deciding authority. Any decisions about delegation will be covered in part six.
5. Group decisions on delegation:  
   Each group member has the opportunity to volunteer for the task he may want. If a group member does not volunteer for a task, the tasks will be discussed and one will be assigned based on the sentiment of the discussion, with the King having the final ruling. If a group member feels the portion of responsibility is unfair, they may voice their concern and state a reason why. If a majority of the group feels this member is correct, the responsibilities will be reformed and the delegation process will start again.

Group participation and work quality

1. Group participation:  
   If a group member isn’t participating or is over participating it will be the King’s responsibility to politely ask the member to share either more or less based on the situation. If a team member is asked to share what they think or is asked to give others a chance to share, but they do not, and their under or over sharing is blocking the flow of the meeting, then by group decision it may be considered a minor offense.
2. Work not up to standard:  
   Group standards, regarding quality and timeliness of work, are important to uphold if we aim to succeed as a group. With goal 2 in mind we should always be putting forth the effort necessary to submit our best work. However, if there is a problem it should be handled in the following manner. It is understandable that at some point in this project someone may not be able to put in the time or effort necessary to meet group standards. If that should happen he must notify the group as soon as possible so the task can be redistributed, using the system established in group decisions and delegation, and the group can continue functioning at its highest level. If he continues to repeat this behavior it may result in a minor or major offence depending on the severity. In any case a minor offence must be given to the individual, for this action, before a major offence can be. At some point the group may seize to offer work to him as he is untrustworthy at that point. However, a group member may be able to redeem himself. If said member continues to perform above expectations for at least two weeks he shall be returned to full member status by way of this clause.
3. Group members unprepared:  
   It is understood that people are busy with other classes and school work. If by group consciousness it is obvious that a member is unprepared for a meeting, and their unpreparedness creates a hindrance to the group and project, then disciplinary action will have to take place. Unpreparedness of this form will immediately result in a warning then a minor offence hereafter.
4. Workload too heavy:  
   If with the time restraints and number of group members actively participating is not sufficient enough to complete the task, a plea of mercy will be sent to the Rock via email and in person which logs the details of the amount of work to be done, the status of how far we are, and why we can’t complete it in that time period.

Disciplinary Procedures:

1. Regarding disciplinary actions:  
   Any disciplinary action to be administered can be overridden by group conscience, if decided by a majority vote.
2. Disciplinary Log:  
   The note taker will be responsible for logging any information on offenses committed by any member. This report will be sent out with the meeting notes every week so each member knows where they stand.
3. Minor Group Offence:  
   A minor group offence can occur for breaking indicated statutes of the charter. Minor offences require the offender to be labeled as “Jester” for their stupidity. A record of the minor offence and when it occurred will be recorded by the group assigned note taker.
4. Major Group Offence:  
   A major group offence can occur by breaking indicated statutes of the charter, or for accumulation of 3 or more minor offences. Major offences require that the offender be labeled as “The Town Drunk” for his treachery. The Town Drunk is on probation and his probation status is to be clearly documented including a detailed description of his offence.
5. Punishment and Dismissal:  
   A group member committing enough minor and major offences will finally be referred to punishment and dismissal and will be given over to review by the TA and governing bodies (the Rock). An email describing the offences leading up to punishment and dismissal will be displayed along with testimonies from at least 2 other group members and a log of offenses. If available, the offending members work will be confiscated and termed as “belonging to the group”.

We, the team named Group Thr33 agree with the Group Charter and will try our best to uphold it.

Name Matt Watts  
Name Aaron Broadnax  
Name Peter Smith  
Name Brian Marsolek  
Name Bee Yang  
Name Eric Torres

Date 1/22/19