

Team charter Joint Document

Project 2

In Team Dynamics Workshop 2 you learned about the most important aspects of giving and receiving feedback in teams. In the 3rd workshop “Building a Feedback culture in the team”, you will start discussing the different items of the team charter for this new project.

You are expected to finish the **joint team charter** in follow-up meetings. **Before April 15th 2020** you sent the team charter to **your project mentor** and cc to the workshop facilitator Renée Speijcken at r.speijcken@maastrichtuniversity.nl and to Education development officer Desiree Parren desiree.parren@maastrichtuniversity.nl. Make sure you add your project group name & number, names and signature of all group members.

Use this word file to fill in typing, adding written signatures of team members and save & send as a pdf please!

Team goals & values
<p>1. What are the main learning goals set for this project by this team?</p> <p>Learning to communicate, plan and code better. With better coding we mean getting more experience and knowledge about different algorithms.</p>
<p>2. What are the core values of this team and what is their meaning to the team? (e.g. respect: meaning that everyone listens with full attention to the person speaking ; no phones.... Etc)</p> <p>1. Trying your best, meaning that everyone contributes what they can.</p> <p>2. Giving respectful feedback, meaning that we tell people what they could have done better in a constructive way.</p>

Team performance, roles & decision making

3. How is this team going to make sure it is effective with regard to the learning goals?

By making a good division of the work so that people can learn new things without getting overwhelmed and supporting each other both by helping out when someone is stuck and by writing code in a way that others can understand and build upon.

4. When is the project successful? How do you define success? (eg are there other things besides performance & effectiveness the team values as important success factors?).

When we all feel like we learned something useful.

5. What competencies does the team need to accomplish its goals?

We need to be driven and well organized.

6. Team Roles & activities: What roles are necessary for the team to be successful?

And what activities are included in each role?

(Think of your experience of the first project & team roles test)

Role:

Activities:

1. Leader	Keeping everyone informed and making sure that progress is made as planned
2. Coder	Writing the code
3. Researcher	Finding good approaches to the problems that we are presented with
4. Planner	Making a planning
5. Writer	Writing the report

7. Who takes which role?

1. Leader	René
2. Coder	Everyone
3. Researcher	Everyone
4. Planner	René
5. Writer	Everyone

8. Is there anything missing in the team (competencies, skills, etc). If so, how does the team deal with this?

LaTeX knowledge is missing and this is being resolved by learning about it before the project starts.

9. What does the team expect with regard to the contributions and performance levels of each individual member?

Everyone does as much as they can do

10. What does the team do when expected performance and contributions are not met?

We'll ask why the performance is poor and try to find a solution to it. If needed we'll also contact our tutor.

11. How are decisions being made in the team and who makes them? (think of types of decision-making in teams: leader, manager, majority, etc)

The leader makes most of the decisions, but the team can make and overwrite decision if there's a majority.

12. How does the team deal with participation matters (quality of participation; free riding; late coming etc)

We'll talk to the person who isn't participating properly and ask why that's happening. If needed we'll inform our tutor.

13. How does the team deal with possible internal conflict?

We'll have a group meeting and inform our tutor.

14. How does the team deal with external challenges and stress?

We'll drink more coffee or energy and keep working until it's fixed or we're out of time or a physically unable to continue. We might also ask other groups for advice.

15. What or who is available for support to the team?

Our tutor is partially able to support the team, but in a very limited way.

Team communication & feedback

16. What style of communication is promoted for team communication and what does that entail?

Respectful and clear communication, meaning that we keep others up-to-date and stay polite.

17. What are the most important aspects of giving effective feedback to each other in this team?

Understanding the problem they were trying to solve and which constraints applied.

18. How is this team going to establish an effective feedback culture? (eg think of reserving time in meetings for a feedback round)

We'll talk about our work in every meeting and then everyone can give their opinion.

19. How is information shared & communicated in the team? (phone; email; whatsapp group; shared drives; Slack etc.)

Using WhatsApp and Discord

<p>20. What is needed to keep the team motivated and energized? How will this be realized?</p> <p>An interesting project and good teamwork. We can't do anything about the assignment itself and good teamwork is also heavily dependent on how much work we'll get. If there is time we'll support each other as much as possible.</p>
<p style="text-align: center;">Relationship with mentor</p>
<p>20. What expectation does the team have from the role of the mentor?</p> <p>To keep us informed about what is expected of us.</p>
<p>21. How (by what means) and by whom is the communication with the mentor handled</p> <p>We have mandatory meetings.</p>
<p>22. Other aspects that need to be mentioned here?</p> <p>No</p>