 **INFORMATION SYSTEMS MILIEUX (67-250)**

Team Charter

**Team Number: \_\_\_A8\_\_ Team Name: \_\_\_\_\_\_The A-Team\_\_\_\_\_\_\_\_\_\_**

1. Other than in class, when and where will we meet? What time, how often, for how long?

-Mostly online, google doc and group chat

- Maybe through skype if physical meeting not possible

-Twice a week check-ins

2. Acceptable reasons for missing a meeting:

-Exam/project/paper due next day

-Classes

-Work

-Physical ailments

3. Process for informing each other when we can't make a meeting or will be late:

-Facebook message (in group)

4. What do we do when someone is not participating or is unprepared?

1. Warning through message chain
2. Group confrontation
3. Tell Prof Q

5. What do we do if someone is not contributing his or her fair share of high quality work?

1. Suggest specific improvements, make standards and quality clear
2. If repeated multiple times, tell Prof Q

6. What do we do if someone dominates or distracts the team from its tasks?

1. Tell them to refocus
2. Encourage participation if not present

7. What do we do if someone's work or commitment does not meet the team's standards?

1. Reiterate standards, give high quality feedback for improvement
2. Do not be afraid to provide constructive criticism

8. How will we make decisions? How will we decide on job responsibilities? How will we resolve differences of opinion and conflict?

How to make decisions

1. Create priority plan for meetings, so stay focused
2. Propose decisions before acting

Resolving Differences

1. Discuss with all members present and compromise as needed
2. Major decisions made/discussed in person

Job Responsibilities

1. Decision based on skills and voluntary action/comfortableness

**SIGNATURES:**

As members of this team, we agree to the above Ground Rules.

*Name Date*

\_\_\_\_Sophie Zhao\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_04/14/15\_\_

\_\_\_Antara Mondal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_04/14/15\_\_\_

\_\_ Helen Kim\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_04/14/15\_\_\_

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