**TEAM CHARTER**

1. **Duration and Time Commitment**

The team has been gathered to work together until the end of DNSC 6307 (Optimization 1).

1. **Members**
   1. **Name:**
      1. **Sunpil Howang**
      2. **Dahyun Choi - Team leader**
      3. **Yuxin Zhang**
      4. **Victoria Abel**
   2. **Roles and responsibilities of team members**
      1. Be prepared for next meeting
      2. Has the responsibility to finish task on time
      3. Complete assignments together
      4. Organize time well
      5. Help each other when needed
      6. Respect other team members
      7. Do his/her best
      8. Participate in team meetings and group discussions
      9. Aski questions until you understand
      10. Understand other members’ culture, values and expectations
   3. **Performance objectives**
      1. Separate work equally
      2. All of decision will be followed by a vote
      3. All team members need to answer/reply within 24 hours
         1. Communication tools such as email, whatsapp, wechat, and text message.
      4. All documents and files will be located in the Google Drive
         1. Google Drive Link
            1. [**https://drive.google.com/drive/folders/1cyuWmdS2rXZ3kPqlzRq4BedJi7zFFxX1?usp=sharing**](https://drive.google.com/drive/folders/1cyuWmdS2rXZ3kPqlzRq4BedJi7zFFxX1?usp=sharing)
   4. **Expectation for team members’ behavior**
      1. Ask for help if you don’t understand (we can’t go further if one of us left behind)
      2. Participate and be involved
      3. Know that we can’t decide something without all agreement
   5. **Punishment for poor behavior**
      1. **Must talk to each other if an uncomfortable situation occurs**
         1. Through uncomfortable situations, Communication is the key to solving the problem.
      2. **Will follow the rule of baseball (three out system)**
         1. Everyone in the group gets three outs, if they don’t complete their task three times they will be removed from the group's work.