CS361 – Charter

**Team members:**

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**Team goals:**

* For all assignments to be ‘A’ quality work.
* Each weekly task (be it project or lab based) is to be turned in on Friday so that should something need review or correction there is the weekend to review it.

**Communication guidelines:**

* Can email, text or call any member at any time with the understanding that their may not be an immediate response.
* During delegation of tasks all group members will speak up to express comfort and confidence level with the given tasks. This way all team members will know who can help with each task based on individual availability and comfort with the material for the week.
* Every Friday—or when submitting a section of the project—each team member will email (or another form of communication all team members agree upon) their thoughts, comments, questions and concerns about their current section of the project. This ensures all team members are aware of where any piece of the project stands at any given point in the week.

**Accountability:**

* If struggling to complete a delegated task, team members will notify the rest of the team *a minimum* of 24-hours in advance.
* If a team member finds they regularly need help on a task they are to rotate between who they ask help so as to balance out the load between the other members.
* Team members will notify the rest of the team *within* 24-hours of having to miss a meeting.
* If a team member misses three times without good reason a team intervention will occur.
* If a team member misses an additional two more meeting the TA will be notified.
* If a team member continues to miss after notifying the TA, the instructor will be informed.