C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**Enter team identifier**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Jimmy Pham | Jpham35@gatech.edu | Email |
| Hang Qiu | Hqiu41@gatech.edu | Email |
| Samuel Chen | Schen643@gatech.edu | Email |
| Sook Ji Do | sdo32@gatech.edu | Email |
| Khoi Le | Khoi8@gatech.edu | Email |
| Noah Le | noah3@gatech.edu | Email |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Jimmy Pham | Strength 1 | Weakness 1 |
| Hang Qiu | Strength 2 | Weakness 2 |
| Samuel Chen | Strength 3 | Weakness 3 |
| Sook Ji Do | Strength 4 | Weakness 4 |
| Khoi Le | Strength 5 | Weakness 5 |
| Noah Le | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

* Stick to a consistent schedule
* Everyone completes their portion of work early or on-time
* All members will make it to every meeting unless there’s a good reason to be absent
* Adhere to a positive and open but productive team culture
* Build the app with efficiency in mind
* Construct elegant and appealing designs

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Jimmy – Product Owner

Khoi – Scrum Master

Hang – Git Master

Noah – UI/UX Engineer

Sam – Quality Assurance and Tester

SookJi – Android Developer

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

* Finish milestones 3 days before they are due and go through testing during those 3 days
* Meet in person twice a week at minimum for about two hours

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

* Show up on time
* Don’t come empty handed, have some work done or started
* Leave with something finished if you leave early
* Stay on task during meetings

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

* Communicable diseases
* Emergency (Family, health, vehicular)
* Dire weather
* Spontaneous meeting

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

Message in group chat and contact product owner and scrum master and notify them of the reason(s).

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

* Have a concrete idea of what to do by the end of the meeting
* Come in with all materials
* Have work finished from last meeting

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

* Consider everyone’s ideas
* Listen to everyone who wants to speak
* Be open minded
* Only contribute if it’s constructive

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

* If someone doesn’t reach their meeting goal, they have to drink mystery drink or they have to bring snacks to the next meeting
* If everyone meets their goal five weeks in a row, the team will go out for dinner together