

Team Charter

Sean Hambali, Ethan Rodriguez-Shah, Sierra Sikorski, Jiali Wang

Mission Statement

We want to create a collaborative working group that, most importantly, delivers the required outputs (presentation and report) for the PPOL 564-01 Course final project, and in doing so, helps each member fulfill their learning objectives at the course. We seek to achieve that goal by being a highly inclusive group that capitalizes on the individual strengths and the richly diversified background of each group member. Additionally, this group also aspires to nurture the potential of each group member by creating a safe and empathetic environment where each member is allowed the freedom to share their learning struggles, while others can deepen their understanding by sharing their knowledge on the subject matter.

Goals

1. Support & Relationship
2. Cooperation & Understanding
3. Accountability & Responsibility
4. Stand up for yourself and for others

Desired Outcomes

1. Passing the quantitative courses with satisfying grades
2. Improved quantitative and analytical skills through collaborative learning environment
3. Deepened knowledge on how to use data science to address social and policy issues
4. Grasped and broadened insights of coding skills, especially Python

Ground Rules

Attending meetings

- Prior to meeting, the team members should be clear on the objectives and the expectations of the planned meeting.
- Not every issue should be discussed in a meeting—some things can also be addressed via Slack chat. Also, team members are also free to suggest a virtual, rather than in-person meeting.
- Each team member is obligated to attend group meetings at the agreed upon time. If any of the team members cannot attend the meetings for any reason, except for family emergencies and personal reasons, they should inform other members within 12 hours of the agreed meeting time, by the latest. Other team members could then resort to a majority vote to determine whether to postpone or hold the meeting.
- Timeliness in meetings is a must. If a team member is going to be late for any reason, they are obligated to inform other members within 3 hours of the agreed upon meeting time.
- Each team member should come to the meetings prepared. If a team member feels unprepared to come to the meeting, they reserve the right to ask for a meeting rescheduling within 12 hours of the agreed upon meeting time.
- Meeting points and group decisions should be recorded, and they are to be distributed to team members who are not present during the meeting.

Distribution of work tasks

- When assigned a group project or any other group tasks, team members should clearly define the roles and responsibilities of each member, as well as the exact deadlines for each member's tasks
- Team members reserve the right to propose handling tasks that they are comfortable with or most interested in. However, the final decision on the work task distribution depends on the group agreement.
- If a team member feels like they are uncomfortable with the task division, they should communicate this concern with other team members, and other members are to empathically listen to such concern, although decisions on whether to switch roles are left to the group agreement.

Deadlines

- When assigned a group project, the team should aim to get at least a rough draft done 24 hours before the deadline.
- After the original draft has been formulated, team members should convene (either in-person or virtually) to discuss the improvements, or edits to be made to the original draft
- Additionally, if necessary, within 24 hours of the assignment deadline, team members should allocate the necessary time to make revisions to the original draft.

Voting and decision making

The team should employ a majority voting system, with at least 80% of team members present when making the decision.

Individual responsibilities

Team members should honor their group commitments by accommodating group tasks in their personal schedules.

Feedback

- Each team member reserves the right to provide feedback and/or obtain feedback from other team members.
- However, feedback is to be provided in a manner that is respectful of other members, acknowledging the cultural and context differences between group members.
- Feedback should be prioritized on formulating effective solutions and two-party compromises that address the group issue at hand.