Team Charter

Cole Brauer, Jacob Knaup, Shelby Reed, Joel Goodin

## Mission Statement

*Describe your mission as a team.*

Our mission is to create an electronic board-gaming product that satisfies all of the project requirements, completely works at the innovation showcase, and wins the trip to the Bay Area Maker Faire.

## Team Critical Success Factors (CSFs)

*Describe the factors you will use throughout the project to determine if your team is achieving your mission.*

Table 1: Critical Success Factors

|  |  |
| --- | --- |
| **Critical Success Factor** | **Indicator** |
| Team is producing quality work | A’s on assignments, positive feedback from instructional team, all requirements met on every assignment |
| Team members are working together effectively | Assignments submitted on time, every team member contributes an equal amount of work to the best of their ability |
| Prototype is functional | Prototype meets specifications, all subsystems are working, the prototype’s functionalities at innovation showcase fulfill its intended purpose |
| Project Development is on Track | Subsystems PCBs work, Hardware and Software demonstrations fully successful, components purchased on time, subsystem and full PCBs submitted on time |

## Roles and Responsibilities

*This section should define the roles and responsibilities that will be filled by the team members as you work to achieve your team mission.*

Table 2: Sample Project Roles and Duties

|  |  |
| --- | --- |
| **Role** | **Duties** |
| Meeting leader | Schedules team meetings, creates and distributes an agenda for each meeting, and runs each meeting |
| Meeting recorder | Takes minutes of each team meeting, including attendance, and records action items and to whom they are assigned |
| Assignment leader | Coordinates the team’s work on a given assignment to Blackboard before the due date |
| Project monitor | Tracks the team’s progress relative to the project schedule (Gantt chart) and keeps team members apprised of deadlines and project status |

## Team Coordination

Describe your team processes for each of the following:

1. How will you insure that assignments are submitted before deadlines and each team member has “signed off” on each submitted assignment?
2. How will you address missed contributions/assignments/actions?
3. How will you insure that each team member has the knowledge and skill required for each assignment?
4. How will you adjust (individually or at a team-level) if a team member does not have the knowledge or required skill?
5. How will you insure that feedback from your design review is distributed to and acted on by every member of the team?

We will ensure each of the above by:

1. Beginning work on an assignment before the due date. Discussing the assignment and our roles regarding it during class. Notifying all team members via groupme about the contribution we make to assignments. Asking all group members on groupme before submitting an assignment. Notifying all group members on groupme after an assignment was submitted.
2. By talking in class and issuing pink slips if necessary. The expectation is that there will be no missed assignments or other hard deadlines.
3. By discussing the assignment in class beforehand and ensuring all members know their roles and are comfortable with them.
4. Team members will be expected to do the online research or seek help from the TAs/instructors as necessary in order to gain the skills needed to complete the project.
5. The feedback will be made available to all team members through google drive. All team members will be expected to take initiative to fix the issues related to their subsystem or assignments they worked on.

## Communications

We will communicate through groupme. All team members will be regularly available for contact through their phone, including on weekends. We will share documents through google team drive.

## Team Accountability

We will:

* Hold one another accountable to the expectations described in this charter.
* Recognize that a team member is underperforming.
* Help an underperforming team member improve.

Team members will be self-motivated and recognize when they are not contributing sufficiently. Team members will communicate expectations to each other and members will be expected to fulfill others’ expectations.

What are the consequences if an underperforming team member does not improve?

Pink slip.

## Signatures

The electronic signatures of each team member should be included, along with the team number.

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