

# Deliverable1: CS3083-B Team Charter

The charter you submit must be **typed and signed by all members of the team**. (Signing the document can be accomplished by typing team member's names at the bottom of the charter.) For full credit, your charter must include the following information. How you organize and format this information is up to you.

**1. Team name.** You can have some fun with this, but choose something that sounds professional. Names that are offensive in any way will not be accepted.

**2. Names and email addresses for all members of the team.** Take the time to ensure all of this information is accurate.

**3. Team meeting time(s).** When possible, I will set aside time at the end of class for groups to meet. I strongly suggest, however, that teams reserve a minimum of one hour per week outside of class time to meet. You may not need to meet every week, but having a scheduled time available will facilitate meeting when you need to. You will need to coordinate your schedules to find a time that works for all members. Teams are most successful when they establish a set meeting time and place and protect that time on their calendars, rather than vary the time and place week to week. If you have identified a set meeting time, include it in the contract. If you will need to vary the time week to week, indicate that.

**4. Team Goals.** List a few broad team goals for the app project. Example team goals are:

- Develop a app usable by novice users
- Develop a app that meets all satisfy the clients
- Follow the course assignments precisely and timely post them on our website
- Developing an original app

Do not list "getting an A" as one of your goals. Instead decide the criteria for the project that will earn you an "A".

**5. Personal Goals.** For each team member, list one or two personal goal for the project. Example personal goals are:

- Learn a new technology
- Improving my writing skills
- Learn to design visually appealing user interface
- Creating an app that put in my portfolio and talk about during job interviews
- Having a productive and friendly team environment
- Complete the project with as little effort as possible

Learning the personal goals of each team member will assist the team assign roles and tasks for each team member.

**6. Team Governance.** Decide how your team will make decisions when team members have differences of opinion on what on how to proceed with the project. Example governances are:

- **Consensus:** discussing the issue until everyone agrees. This is a time consuming method of governance, but assures that all team members are on board.
- **Majority rules:** a vote is held after alternative have been voiced. This is fast way to decide, but some team members may feel "left out".
- **Third party decides:** all alternatives are presented to third person, e.g. client, instructor or classmate, and the third party decides. It takes time to arrange for the third party to hear and decide the alternative, but team members may not feel hurt.

**7. Member expectations:** As a key part of this assignment, the team is asked to write a list of behaviors that you expect from all members to ensure a satisfying team experience. Below are some topics to discuss as you formulate your expectations:

- What is your team's expectation for meeting attendance? If a member cannot attend a meeting, how and when should they notify the team?
- How should members prepare for team meetings? Will your team make use of an emailed or otherwise shared agenda to aid preparation?
- Do members expect "working meetings" which generally run longer but leave less work to be done between meetings, or do you prefer short meetings to review the work that members have done on their own?
- How will the team communicate between meetings, such as when draft documents are being reviewed? Will you use email, phone calls, texting, Google docs, Dropbox, etc.? What is the expectation for responding to messages/posts (same day, weekdays only, etc.)?
- How will you differentiate a "distress call" requiring immediate response from less urgent communications?
- How will you make sure that everyone gets a chance to discuss issues or raise concerns?
- How will you resolve differences and make decisions?
- How will you change things that are not producing results?

Be sure to include among your member expectations any other issues that you consider important for the maintenance of a productive group.

**8. Grounds for dismissal.** Teams are empowered to dismiss non-performing members of the team if sufficient cause exists. Dismissing a member from your group means that they will no longer receive credit for the assignment that your group is working on, so it should be taken very seriously. Dismissal is to be considered when a team member has repeatedly violated the terms of the team's charter including continuous unacceptable work. Such violations must be documented in writing as they occur throughout the semester, and Prof. Arfaoui must be copied on each warning. Each team's contract will specify the conditions for issuing a written warning. If a student accumulates 3 written warnings he or she may be dismissed, subject to approval by Prof. Arfaoui. The instructor **must** receive a copy of all written warnings issued. In this section of the contract, specify what type of behavior would warrant a first warning, a second warning, and finally dismissal. **Be as specific as possible.** Below are some examples of specific language.

Members will receive a written warning if any of the following occur:

- 2 instances of being more than 5 minutes late to a team meeting
- 1 instance of missing a team meeting without a valid excuse
- 2 class absences without prior notification of team members
- 2 instances of missing agreed upon deadlines to submit work to the team

The grounds for firing should be clearly aligned with the member expectations you established in Part 4. The main difference is that while the code sets forth ideals for the team, the grounds for dismissal outline a specific set of undesirable actions and consequences.

**9. Signatures of all team members.** All members need to sign the charter by typing their names at the bottom of the charter to make it a binding agreement.