OUR GROUP’S CHARTER

**Directions**

Groups work better when members have a common understanding of the group’s goals and the ground rules for group activities. The purpose of this exercise is to help your group set some ground rules and goals.

Each member of your group will have some idea how the group should operate. This is the opportunity to share your thoughts so **“simple misunderstandings” are less likely to arise in the future.**

As a group, please complete the charter on the next few pages. When finished, please name your group (you can make up any name you like) and have each member sign the charter (physically or digitally)

“Model” rules have been listed to help you start. **If you agree with the model rule, tick the box. If you don’t agree, rewrite the rule to suit your team in the space below. Add other rules you think will help you group achieve its goals.**

IceBreaker

**Our group’s name**

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| **Our Goals** | |
| What grade / mark do we want to achieve? | |
| 🗹 Pass or better or 🞎 At least a Distinction | |
| Other Goals:   1. Design a practical product to meet our requirement,which is useful in real life. 2. Encourage team members to come up with new ideas, solve problems, and constantly improve project detail. 3. Improve our thinking method to be more creative through this period of learning. 4. Complete assigned projects on time while exceeding expected goals. | |
| **Our Ground Rules –** tick where you agree to the model rule | |
| **Managing Differences** | |
| 🗹 | We will work together to settle any differences and move forward  - where we can't we will acknowledge the issue is 'yet to be settled" |
| 🗹 | We respect and value that everyone is different and will think differently about things. |
| 🗹 | Once our team has made a decision it is to be followed by all team members. |
| Rules for managing differences remotely:   1. Think twice to present different opinions. 2. Make a democratic vote and follow the rule of majority rule. 3. Once a choice has been made, we should execute rather than question it. 4. Encourage active listening by giving full attention to what others are saying, asking clarifying questions, and summarizing key points. | |
| **Participation** | |
| 🗹 | We expect and encourage full participation from everyone in the team. |
| 🗹 | There are no Heroes, Villains or Victims in our team. Everyone does their fair share. |
| 🗹 | If you agree to do something, do it and do it well - if you need help, speak up. |
| Rules for participation in a remote environment:   1. Timely feedback on the opinions of others to ensure rapid communication 2. Actively communicate without worrying about mistakes. 3. More interaction, you can express feelings, raise your hand, vote to participate in the meeting 4. Communication matters. Good team communication is one of the key elements of a successful team, reducing misunderstandings and conflicts, increasing productivity, increasing team cohesion, and fostering innovation.Do our best, don't feel embarrassed to make mistakes and just do it. 5. Be willing to provide constructive suggestions and actively participate in guiding team improvement . | |

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| **Meetings** | |
| 🗹 | We will come to meetings prepared and ready to contribute |
| 🗹 | We endeavour to start our meetings on time - you will try to turn up on time |
| 🗹 | If you can't make a meeting you must send an apology. |
| 🗹 | Different opinions are welcome - we will use the differences constructively. |
| 🗹 | One person to speak at a time. All persons are encouraged to speak. |
| 🗹 | No side conversations, texting, surfing during the meeting, please. |
| 🗹 | It is OK to have a joke or say something funny to break the monotony of a meeting. |
| 🗹 | Silence is agreement - if you don't agree with a decision, say so then and there. |
| 🗹 | We will communicate key decisions and actions through our minutes of the meetings |
| Rules and plans for remote meetings:  1. Don't be late, give some punishment for latecomers (not yet decided  2. Respect each other, try not to interrupt others to speak, you can raise your hand, get consent before speaking  3. Review relevant materials in advance  4. Stay on topic  5. Ensure efficiency and do more with less because time is valuable.  6. There is a main guide. | |
| **Feedback to Team Members** | |
| 🗹 | We will point out team member performance in the appropriate method. |
| 🗹 | We will honestly and fairly rate team members in SPARK. |
| Rules for feedback in a remote environment:   1. Offer constructive advice for your group menber after thinking seriously. 2. Respond if there is not much feedback, and supplement later if there are any issues 3. Praise good ideas, give positive attitude. | |

**Our commitment to the charter**

We, the team named IceBreaker agree with the answers in our charter and will try our best to uphold them

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| Student Name | Student ID | Signature |
| Xiaoyuanying Kuang | 202219102 | Xiaoyuanying Kuang |
| Jun Qi | 202219015 | Jun Qi |
| Yuqi Lai | 202219103 | Yuqi Lai |
| Yueheng Wang | 202219044 | Yueheng Wang |
| Yupeng Zhao | 202219029 | Yupeng Zhao |
| Zhe Fu | 202219091 | Zhe Fu |