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| **CSCI 477 Elements of Games and Game Development**  **Team Charter Handout** |

**Purpose:** This handout is designed to you in developing a team charter for Projects 1.

**Instructions:** In order to organize your teams for your Project and to ensure that team members start on the same page with regard to expectations, schedules, scope of work, and so forth, resolve the following questions in your Team Charter. Then use the answers to complete the Team Charter Outline. This should be submitted by the team and kept as a record to for each team member. It is best if all team members discuss these questions and come to consensus on how the team will function.

**Questions to Resolve** (Answers do not need to be submitted)

1. What specifically are the deliverables? What specifically are the goals and objectives of this project?
2. Who will be the team leader? What specifically will the team leader do?
3. Who will be the recorder? What specifically will the recorder do?
4. Are other roles needed for this project? If so, what are the roles, what are the expectations, and who will serve in the role?
5. How will the team communicate with each other and the instructor? What are communication expectations? When and where will team meetings be held? If physical meetings are not possible, how will meetings be conducted?
6. What are specific expectations for behavior as a team member? What are ramifications for not meeting expectations?
7. How will the group solve conflicts or disagreements?
8. What are the expectations for submission of each team member’s individual work to the larger team?

**TEAM CHARTER OUTLINE**

**Team Member Information**

*List all team member contact information including name, phone number(s), fax number, email address, and any other information that might be useful for team members.*

**Communication Process**

*Describe how the team members will communicate with each other.*

**Team Roles and Responsibilities**

*Identify by name the role of each team member and describe the corresponding responsibilities.*

**Team Work Guidelines**

*List the guidelines the team has agreed to follow in terms of work quality, submissions, following schedules, and so forth.*