# Team Pharmacon - Charter

#### By Beau Johnson, Leonard Meerwood, Jette McKellar, Ryan Smith

# Team Purpose

This team has come together for the purpose of developing an error-tracking application for pharmacies. Each member on the team is committed to and willing to work to make this project successful.

# Our Goals

Complete the project according to the project vision, allowing input from all team members. Aiming to reach the HD criteria, but all team members will be satisfied with a Distinction end goal.

We will strive to achieve the best possible outcome for all of the team members, in both working together towards the finished project, and in achieving the involved milestones on time.

# Team Member Expectations

Each team member to complete individual work items, on time and aiming to reach the HD marking criteria. It is expected of members to use the marking criteria when making decisions in planning, time allowance and in completing work. If a member must make a decision between time and quality of work it should be discussed with the group first.

We strive for us to not complete work in silence but always be communicating using the messaging platform and to be involved in the decisions being made by other group members.

Team members are expected to report honestly on what work has and hasn't been done. If a team member includes lies about completed or uncompleted work in official documentation, such as an iteration plan or assessment, then that will be counted as a strike against them (see Remediation Procedures below).

If team members are making comments on other team members work, it will be objective and constructive criticism.

# Team member skill inventory

Refer to team summary.

# Role Identification

The roles of leader and scribe will rotate between team members. All other roles will be shared among all team members, or assigned as work items where appropriate (i.e. the role will be temporary and produce a version able and verifiable output).

# Ground Rules

## Assignment of work items

Work item assignments are to be proposed by the acting team leader based on each team members inventory of skills and which work items they have indicated a preference for doing. Once each member reaches an agreement on the work item assignments, they will be finalised and are expected to be completed before each item’s respective due date.

## Meeting discussion

Meeting time should be used to assign the next group of work items and assess the previous iteration plan. Completed work items should be uploaded to version control and linked to in the relevant iteration plan before the meeting. Meetings mid-iteration plan will be used to collaborate on certain tasks, make decisions, and check up on the progress of team members.

## Future meeting scheduling

Oversight meetings with James are to be on Tuesday at 8:00pm.

Weekly team meetings are set to be on Thursday at 8:00pm, however this is flexible to be rescheduled if a team member advises ahead of time that they cannot attend.

## Team Member Rights

Each team member is given the allowance of one full day to respond to messages on the discord channel. However, if a team member knows they will be non-contactable for a period of time they need to disclose this to the group.

## Team Processes

Ensure that clearly defined work items are put in place during team meetings. Each team member must then report honestly and fairly about current work items assigned to them.

# Remediation Procedures

## Offences

These are the major “offences” that will count as a strike against a team member:

* Not completing an action item on time without valid cause.
* Missing a meeting without a valid cause.
* Not performing task to a minimum standard

## Valid Causes

* A valid cause could be:
  + Moderately sick
  + Family Reasons
  + Unavoidable reason (like car broke down, leaving you dealing with that for the rest of the day)
* Reason that are not valid are:
  + Too busy
  + Forgot
  + Hungover
  + Sport

It is important to keep in contact with other team members via push communication. If a team member warns ahead of time via push communication that they cannot complete a task or attend a meeting due to a valid reason, and the remaining team members agree to post-pone the meeting or action item, then a strike will not be given to that team member.

The first time a team member receives a strike, they will receive a warning. The team will attempt to support the team member if they need it. The second time a team member receives a strike, the lecturer will be notified. The team should provide counselling to the team member to help get them back on track. If a team member receives a third strike, the process to exclude them from the team will be initiated.

# Conflict Resolution Mechanisms

If a team member believes that there is an imbalance in workloads they should voice their belief and reasoning informally in the team chat. The team will then be expected to formally address the issue in the next team meeting. If a resolution cannot be reached, at the other team members' discretion the initiator of the conflict may be issued a strike.

# Sign off

I have participated in the development of this charter and agree to it.

Team Member: Ryan Smith

Team Member: Beau Johnson

Team Member: Leonard Meerwood

Team Member: Jette McKellar

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