Chartering Report

# Summary

To assemble the team for this project, a public recruitment message was created on the EV forum outlining the work expectations and requirements. This message was shared openly to attract interested students who were willing to collaborate and contribute effectively. Four students responded to the recruitment call, expressing their interest in participating in the work project. After reviewing their applications and ensuring their commitment to the project's objectives, they were formally accepted as team members.

Link of the thread: https://ev.us.es/ultra/courses/\_89154\_1/cl/outline

# Workgroup Members

|  |  |  |
| --- | --- | --- |
| Surname, Name | email | Photo |
| Buzón, Manuel Zoilo | manbuzmun@alum.us.es |  |
| Anda, Enrique | enrandher@alum.us.es |  |
| Lavado, Manuel | manlavcor@alum.us.es |  |
| Ulecia, Javier | javulegar@alum.us.es |  |
| Orta, Manuel | manortper1@alum.us.es |  |

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# Commitment Statement

We, the members of the workgroup, formally commit to collaborating and fulfilling all responsibilities required for the success of this project. We have reviewed and understood the course syllabus, including evaluation and grading procedures, and agree to work towards achieving a specific grade goal of **DP2**.

Additionally, we agree to:

* Communicate effectively and regularly to ensure project progress.
* Respect deadlines and fulfill assigned tasks responsibly.
* Support each other to ensure the overall success of the project.
* Maintain professional and constructive behavior within the team.

By signing this document, we acknowledge our full commitment to this project.

**Signed by:**

* Manuel Zoilo Buzón
* Enrique Anda
* Manuel Lavado
* Manuel Orta
* Javier Ulecia

**Date:** 18/02/2025

# Performance Indicators

**Work Done vs. Work Pending (Task Completion)**

* **Indicator**: The percentage of tasks completed versus the total tasks assigned.
* **Performing Well**: A member who completes at least 90% of their assigned tasks on time and according to the established requirements.
* **Performing Poorly**: A member who completes less than 50% of their assigned tasks or consistently misses deadlines.

**Quality of Work (Deliverables and Results)**

* **Indicator**: The quality of the work submitted, assessed based on predefined standards and peer reviews.
* **Performing Well**: A member whose work meets or exceeds the quality standards set by the team and the lecturer. This includes accuracy, clarity, and thoroughness.
* **Performing Poorly**: A member whose work frequently requires revision, is incomplete, or is of poor quality, needing more than two rounds of feedback to be considered acceptable.

**Peer and Lecturer Ratings**

* **Indicator**: Feedback from both peers and the lecturer, using a rating scale (e.g., 1 to 5).
* **Performing Well**: A member who receives an average rating of 4 or higher from peers and the lecturer.
* **Performing Poorly**: A member who consistently receives ratings below 3 from peers or the lecturer, indicating a lack of contribution or issues with collaboration and communication.

**Timeliness and Attendance**

* **Indicator**: The member's attendance in workgroup meetings and the timeliness of their contributions.
* **Performing Well**: A member who attends all scheduled meetings and is punctual for deadlines, actively contributing during discussions.
* **Performing Poorly**: A member who frequently misses meetings or is often late, and whose contributions are either late or minimal.

# Rewards for Good Performances

Workgroup members who consistently demonstrate outstanding performance, contribute significantly to the team's goals, and show initiative in problem-solving will be recognized and rewarded. Rewards may include, but are not limited to, verbal acknowledgment, grades, or other incentives based on the criteria set by the workgroup and instructor.

# Consequences for Poor Performances

Members whose performance does not meet the expectations of the workgroup, either through lack of participation, failure to meet deadlines, or subpar work quality, will be admonished. The first step will involve a private discussion to identify the causes of the poor performance and a plan for improvement. Continued poor performance may lead to further disciplinary action, including a formal warning or reassignment of tasks.

# Conditions for Dismissal

A workgroup member may be removed from the team under the following conditions:

* Persistent failure to meet workgroup expectations after repeated warnings and improvement plans.
* Disruptive behavior that negatively affects the performance and morale of the team.
* Failure to contribute to the workgroup's objectives over a prolonged period.

Students who are removed from the workgroup will have the option to continue their work individually or withdraw from the project altogether.