

Team Charter

Team Communication

Team communication is crucial for project success, but there isn't a one-size-fits-all approach to communicating with your team members. While face-to-face or virtual meetings may make sense for some types of team communication, keeping a paper trail can also be beneficial for project talk so that details are easy to remember and look back on when needed.

Will your team have regularly scheduled in-person meetings to discuss your project? If so, what are the expectations for those meetings?

How often will you have these meetings? How long will they be? Where will they be held?

We will have in-person meetings if we feel as if they are necessary, but the preference is towards online meetings.

Will your team have regularly scheduled virtual meetings to discuss your project? If so, what are the expectations for those meetings?

How often will you have these meetings? How long will they be? What platform(s) will you use?

We will have weekly virtual meetings scheduled regularly to check the progress of everyone's tasks. The expectation is for everyone to discuss their current status openly so that next steps can be discussed.

How does your team define "active participation" during meetings?

What are the expectations regarding attendance? How often are team members expected to speak? If you are meeting virtually, will you require that microphones are unmuted and cameras are turned on to demonstrate participation?

Adding something to the conversation. Adding ideas, opinions, and work. Mics and cameras are optional, as long as contribution is being made in any form (if no mic and no camera, then the participant can provide their input through messages in the chat).

How will your team communicate outside of meetings?

What platform(s) will you use? What boundaries do team members have regarding asynchronous communication (e.g., no communication on weekends, holidays)?

The team will communicate through a Discord server asynchronously. There is no boundary on when a message can be sent, and if the relevant person does not reply in a timely fashion (ie. within 12-24 hours depending on the importance of the discussion), it will be taken into consideration during performance review.

How does your team define "active participation" outside of meetings?

How quickly are people expected to respond to messages?

Continuing discussions in the Discord group chat as soon as possible and with the relevant members. Contributing ideas and constructive criticism can be offered by all members in the chat regardless of their assigned portion.

What is your team's code of conduct with respect to communication?

What does it mean to show respect in your team? How will your team ensure that everyone is comfortable sharing their thoughts and ideas? How will your team ensure that all ideas are given full consideration?

Respectful communication, only constructive criticism. Everyone will be allowed to speak on their thoughts and ideas without interruption before a civil discussion on how to proceed.

Responsibilities

Completing this course project will require your team to distribute and coordinate a variety of tasks and deliverables: creating and delivering presentations, conducting studies, developing prototypes, writing reports, etc. At the beginning of each project milestone, your team will be asked to submit a Project Timeline describing what each person will work on and when it should be done. However, it is first important to decide the logistics around this process.

How will your team determine and maintain an equitable distribution of work?

How will your team decide what each person works on? Will the distribution of work be assessed across the entire semester or specifically for each milestone? How often does your team plan on re-evaluating the distribution of work?

We will hold pre-assignment meetings to determine team member tasks so that everyone is satisfied with their roles. The work distribution will be assessed per milestone, with reevaluation only if a member finds a task too easy/difficult to complete.

How will your team determine and manage internal deadlines?

When will your team set internal deadlines for project deliverables? Is your team okay with leaving things until the last minute, or is there an expectation that work will be completed with sufficient time for peer review?

The aim is to complete project deliverables a day before the actual deadline to allot time for review by a majority of the members before the submission. Leaving tasks to the last minute should be avoided as much as possible.

How will your team keep track of project tasks and progress?

Where will project materials be stored? What tool(s) will you use to keep track of progress (e.g., Asana, spreadsheet, to-do list)? How often will your team assess its progress? Whose responsibility is it to do this assessment?

We will use a Discord server with a dedicated channel for each assignment and/or task. Materials will be stored in a shared Google Drive folder, with a mandatory update message in the server whenever a task is completed. A weekly standup will also provide progress updates per member where completed, to-be-completed, and blocked work will be discussed.

Conflict Resolution and Contingencies

It is inevitable that some aspect of your project will not go according to plan. Your team should not only have a plan for when these situations arise but also think about how to mitigate their impact or prevent them altogether.

How will your team handle disagreements about the direction of your project?

Will someone make an executive decision? Will your team put the decision up for a vote? Will you discuss the decision with your TA or instructor?

Members will aim to compromise. If no compromise can be made, the team will hold a vote to decide on the project's direction.

How will your team ensure that everyone is doing satisfactory work?

Will someone be responsible for looking over other team members' work? When will this happen? What will happen if someone's work is determined to be unsatisfactory?

All tasks will be assigned in such a way that at least 2 members will work together. That way, each person is responsible for reviewing the other's work, and if any work is deemed unsatisfactory they can (kindly) let the other person know so that they may fix the issue or improve their work accordingly.

How will your team ensure that everyone is actively participating in team communication?

Are team members expected to communicate absences in advance? What will happen if someone is being unresponsive?

Absences and delays should be declared in advance, the earlier the better. First-time unresponsiveness will be treated as a mistake, but any subsequent offenses will be taken into consideration during performance reviews.

How will your team ensure that work is done in a timely fashion?

Is your team okay with working up until the last minute? What will happen if someone does not complete their assigned tasks on time?

Tasks will ideally be complete by the set deadline. If the team member responsible for a task is aware that they will be unable to complete the task by the deadline, they should notify the rest of the team as soon as possible so that others may step in to help as necessary. Repeatedly missing deadlines will be taken into consideration during performance reviews.