C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**JJMAE-19**

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Adya Modi | 9047559214 | n/a |
| Elizabeth Dworkin | 6787272655 | n/a |
| Jack Le | 4048202803 | n/a |
| Madison Grams | 6785078192 | n/a |
| Justin Paul | 4049218070 | n/a |
| Member 6 | Contact 6 | Pref 6 |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Adya Modi | Uniting Us | Lack of knowledge |
| Elizabeth Dworkin | Motivated to Learn | Motivation is difficult |
| Jack Le | Java | Late |
| Madison Grams | Experienced | Motivation is difficult |
| Justin Paul | Experienced | Slow worker |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

Equal Contribution

Meet deadlines early

Communication

Document progress / issues

Be understanding of each other’s schedules

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Adya: Originator Madison: Driver

Justin: Monitor Jack: Joker

Elizabeth: Coordinator

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Finish Early, leave time for corrections after review.

Group code review weekly before demo

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

Attendance is necessary. If you miss a meeting or are late: buy food and or drink for the group at the next meeting.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Acceptable: Interviews, sick, emergency in another class, conventions. (Dean of students)  
Not acceptable: Traffic, habitual slacking, procrastination.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

GroupMe Messsage ASAP

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

They be compiling, they be efficient.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

Always open to ideas, changes, and suggestions in any format or medium.

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

Monitor git and weekly discussions.