

# Chartering Report



**Acme AirNav Solutions, Inc**

Group Number: C1.066

Repository: <https://github.com/mquirosq/DP2-C1.066>

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## Executive Summary

This Chartering Report establish the foundations of our team. It outlines the members, commitments and performance expectations to ensure an efficient and collaborative work environment. It defines the principles on which our team is based, the criteria for assessing individual and collective performance, the mechanisms for motivating excellence and the processes to follow when addressing underperformance.

The recruitment process was conducted systematically to assemble a well-balanced team with a shared academic goal, obtaining at least an A. Clear commitments are made emphasizing collaboration, adherence to deadlines and continuous improvement through feedback.

So that each member can assess their performance, we have defined a set of performance indicators measuring work completion, deadline adherence, quality and communication. A structured reward system has also been developed to incentivize excellence, while admonishment and dismissal criteria and processes have been defined to ensure fairness and accountability.

By implementing these guidelines, our team commits to fostering a culture of respect, collaboration, responsibility and academic excellence in which all members contribute effectively to achieve our shared objectives.

## Revision History

Revision	Date	Description
1.0	2025-02-16	Initial draft
1.1	2025-02-16	Added cover images and executive summary

# 1. Introduction

This Chartering Report outlines the composition, commitments, and performance expectations of our team, serving as a formal agreement between the team members. This document will define the principles for team collaboration, the responsibilities of each team member, and the mechanisms for evaluating performance. The main objective of this document is to ensure an efficient working environment where all members contribute towards achieving the academic objectives defined.

The recruitment of team members was started and coordinated by our manager through an organized process in the recruitment forum. A selection process was carried out in order to ensure that each member possessed the necessary skills to work on the project and was aligned with the goal of the team. In order to guarantee transparency during the process, a link to the relevant recruitment thread is included.

Each member of the group is introduced with their essential contact information, including full names, corporate email addresses, and a recent photograph, in order to ensure that all team members can communicate with each other effectively and remain accountable.

As a team, we collectively commit to working diligently on this subject, acknowledging our understanding of the syllabus. Furthermore, we establish a shared goal in regard to the final grade to achieve, highlighting our dedication and commitment to excellence.

In order to measure our effectiveness, we will define a set of performance indicators. Explicit definitions of the criteria used to classify performance as "good" or "bad" are also provided, ensuring that each team member can review and assess themselves.

Knowing the importance of motivation during the development of the project, a reward system will be defined to benefit members who consistently aim for excellence. However, team members who fail to meet expectations will have to face the consequences described in this document, with the objective of improving their performance while maintaining a collaborative working environment.

In addition, the circumstances under which a team member may be dismissed from the group are defined. Dismissed members will not continue to work with the team.

The document structure is described below. First, the recruitment process is detailed, followed by the contact details of each team member. Then, the collective commitment will be presented. Subsequently, we will define the performance indicators and criteria for evaluating success and failure. The latter sections describe the reward system for high-performing team members, the consequences of not meeting expectations, and the conditions for dismissal. Finally, the document concludes with the signature of all team members, confirming their agreement with the terms and processes described.

By defining and agreeing on these guidelines, our team aims to foster an environment of accountability, cooperation, and excellence, ensuring that all members contribute effectively and equally to our shared academic goals.

## 2. Recruitment

The recruitment of our team members was conducted in an organized manner, as we were told during lectures, to ensure a well-balanced team with the same shared goal. The process was started by the project manager, María Quirós Quiroga, through an advertisement posted on Enseñanza Virtual forum provided by the professors. The process was carried out in the following thread `threadUrl`.

The advertisement provided a general description of the project, the main objective that candidates should share, a list of essential skills required from team members, and a set of desirable additional skills.

The mandatory skills for the applicants included responsibility, commitment, hard work, enthusiasm, and a friendly attitude. Additionally, strong communication skills-such as the ability to speak up, provide feedback, request help, negotiate, and set boundaries when necessary-were also stated to be highly valued during the selection process. Previous training or experience in similar projects was also considered an asset.

Once the advertisement was posted on the forum, each team member (excluding the manager) submitted an application stating their goal in the subject and indicating the skills they could contribute to the team.

Upon receiving the applications, the manager evaluated each candidate to determine their suitability for the team. First, alignment with the project goal was assessed, ensuring that only candidates who shared the team's objective were considered.

Next, the skill set of each applicant was reviewed. The manager ensured that all candidates possessed the mandatory skills necessary to foster a collaborative, pleasant and efficient working environment.

In addition, team members were selected to ensure a balanced distribution of responsibilities. Particular attention was paid to recruiting people who could speak up confidently during project presentations and feedback sessions and who were capable of providing constructive feedback.

Finally, the selected team members were informed of their acceptance and invited to join the team group at Enseñanza Virtual. This marked their official addition to the workgroup.

## 3. Members

Information regarding the recruited team members is shown in the table below.


Name	Contact Information	Picture
María Quirós Quiroga	<ul style="list-style-type: none"> <li>• <b>Email:</b> marquiui@alum.us.es</li> <li>• <b>Role:</b> Manager</li> </ul>	
Guillermo Rodríguez Narbona	<ul style="list-style-type: none"> <li>• <b>Email:</b> guirodnar@alum.us.es</li> </ul>	
Ignacio Mora Pérez	<ul style="list-style-type: none"> <li>• <b>Email:</b> ignmorper1@alum.us.es</li> </ul>	 Pictures/ignacio.JPG
Alejandro Parody Quirós	<ul style="list-style-type: none"> <li>• <b>Email:</b> aleparqui@alum.us.es</li> </ul>	 Pictures/alejandro.JPG
Daniel Herrera Urbano	<ul style="list-style-type: none"> <li>• <b>Email:</b> danherurb@alum.us.es</li> </ul>	 Pictures/daniel.JPG

Table 2: Team Members and Contact Information

## 4. Project commitment

We, as a team, commit to working together during the subject "Design and Testing II", guaranteeing collaboration and engagement in all aspects of the course. We declare that we have reviewed and understood the syllabus provided by the professors, including its objectives, methodology, evaluation process and grading procedures.

Focusing on group deliverables and individual deliverables, we recognize that success requires participation and commitment. We specifically acknowledge the importance of:

- Meeting the mandatory requirements for all deliverables, ensuring submission by the deadline, and alignment with the professor's expectations, in order to pass each deliverable.
- Focusing on Supplementary I and II tasks only after the mandatory tasks have been carried out, as feedback will not be received until mandatory tasks are met.
- Attending lectures and participating in theory quizzes, seminar-workshops, and feedback sessions.
- Maintaining a professional and collaborative environment throughout the course.

Our shared goal is to achieve a grade of **A (9.0-9.9) or higher**. To this end, we agree to actively support each other, perform continuous improvement when receiving feedback, and make use of all necessary learning resources.

By signing this document, each member of the team communicates their commitment to the items described and shows their dedication to achieving academic excellence and professional growth.

## 5. Performance indicators

Team members can use the following metrics to assess their performance during the project.

- **Work Done Over Time:** Percentage of tasks completed from the total tasks assigned relative to the time elapsed for each deliverable.

– Formula:

$$\text{Work Done Over Time} = \left( \frac{\text{Percentage of assigned tasks completed}}{\text{Percentage of time remaining until next delivery}} \right)$$

Where:

$$\text{Assigned tasks completed}(\%) = \left( \frac{\text{Percentage of assigned tasks completed}}{\text{Percentage of assigned tasks}} \right)$$



$$\text{Time remaining until next delivery(\%)} = \left( \frac{\text{Days elapsed since last delivery}}{\text{Days remaining until next delivery}} \right)$$

- Excellent performance: over 100%. This means that the team member has completed more tasks than expected for the remaining time.
  - Good performance: around 100%. This means that the team member is on schedule.
  - Bad performance: below 75%. This means that the team member is off-schedule.
- **Work Done On Time:** Percentage of tasks completed before the due date set by the project manager.

– Formula:

$$\text{Work Done On Time(\%)} = \left( \frac{\text{Number of Tasks Completed on time}}{\text{Number of tasks completed}} \right) \times 100$$

- Good Performance: High percentage of tasks completed on time (e.g 90%-100%)
  - Bad performance: under 75% of tasks completed on time.
- **Lecturer's Rating:** Percentage of tasks highly rated by the lecturer over the percentage of tasks completed.

– Formula:

$$\text{Lecturer's rating(\%)} = \left( \frac{\text{Number of Tasks Done rated high by the lecturer}}{\text{Number of tasks completed and reviewed by the lecturer}} \right) \times 100$$

- Good Performance: High percentage of tasks rated highly by the lecturer (e.g 80%-100%)
  - Bad performance: under 50% of tasks rated highly by the lecturer.
- **Meetings attended:** Percentage of meetings attended by the team member out of the total number of meetings scheduled.

– Formula:

$$\text{Meetings attended(\%)} = \left( \frac{\text{Number of Meetings attended}}{\text{Total number of meetings scheduled}} \right) \times 100$$

- Good Performance: High attendance rate (e.g 90%-100%)
- Bad performance: Low attendance rate (below 50%).

These metrics provide a comprehensive review of the team's performance, combining completion, quality, and communication aspects:

- **Work Done Over Time** ensures that the team member completes the tasks assigned at an acceptable rate.

- **Work Done On Time** ensures that the team member completes the tasks assigned before the deadline.
- **Lecturer's rating** checks the quality of work based on feedback.
- **Meetings attended** tracks engagement and communication within the team.

## 6. Rewards

To motivate team members and encourage the best possible performance, those who demonstrate good performance throughout a delivery will be rewarded. Some rewards include:

- The preferences of team members with good performance will be taken into account when assigning tasks during planning sessions.
- The contribution of high-performing members will be mentioned and highlighted in the final report.
- High-performing members will be publicly recognized within the team.
- An unofficial "MVP" title will be awarded to the team member(s) with the highest performance each delivery.

## 7. Admonishments

To ensure a fair and balanced workload, team members who perform poorly and fail to meet expectations may face consequences. These consequences are designed to encourage improvement and maintain accountability. Some potential admonishments include:

- The team member will receive a formal reminder from the manager of their responsibilities and expectations, with specific areas for improvement highlighted.
- The preferences of underperforming team members will receive low priority when assigning tasks during the next planning session.
- If underperformance continues, there will be a public acknowledgment within the team to encourage the team member to improve and inform the rest of the team that they are struggling.
- If under performance issues persist, the team member may be asked to take on more tasks with a reduced deadline or work closely with higher-performing team members to improve their contribution.

## 8. Dismissal Conditions

In extreme cases, if a team member consistently underperforms, disregards responsibilities or disrupts the team's collaborative environment, they may be dismissed from the group. Dismissal is considered a last resort that will only occur under the following circumstances:

- Repeated failure to complete assigned tasks before the deadline without providing a valid justification, negatively impacting the team's progress. If this occurs **three or more times**, the team may initiate a dismissal review.
- Persistent lack of participation in meetings and group discussions. Missing **more than 50% of scheduled meetings** without prior notice or a valid reason may lead to a dismissal review.
- Failure to respond to team communications for an extended period of time. If a team member does not respond to messages or emails related to the project after being mentioned and ignores in-person communication related to the work for **five consecutive days**, the team will formally warn them. If the problem persists for **another five days**, dismissal may be considered.
- Disrespectful behavior towards teammates and any other form of misconduct that undermines a collaborative and respectful work environment. Any serious misconduct (such as offensive language) will be reviewed immediately and may result in immediate dismissal.

As per the conditions above, a dismissal process may be initiated. The dismissal process consists of:

1. **Warning notification:** If a team member meets the conditions for a potential dismissal as stated above or is close to meeting them, a formal warning will be issued. The formal warning will be performed in the group chat and will clearly state:
  - The reason for the warning.
  - The required improvements or corrective actions.
  - A deadline by which improvements must be observed (typically one or two weeks).

No formal warning will be issued in the event of serious misconduct.

2. **Dismissal review meeting:** If the team member fails to improve within the given deadline, a formal meeting will be held to discuss their dismissal. This meeting will include all team members. The meeting will follow this structure:
  - Review of the member's performance and previous warning.
  - Chance for the member in question to explain their situation and provide justifications.

- Discussion among the team members regarding solutions. Some solutions may include giving a final chance, redistributing the workload, or dismissal.
- 3. **Voting:** If no resolution is reached, the team will conduct a vote to decide if they will dismiss the team member. The decision will be made by majority vote (over 50% of the remaining members).
- 4. **Official notification of results:** The member under review will be informed of the results of the vote in person and through official communication, usually by email.

If a student is dismissed from the team, they will no longer be allowed to participate in any team activities related to the project or claim authorship of work produced by the group. They may choose to continue working alone or drop out, subject to the conditions in the syllabus.

## 9. Conclusions

This Chartering Report has established a structured definition of our team, its responsibilities, commitment, and performance expectations. When clearly defining these aspects, our aim is to create a collaborative and efficient work environment.

By providing a clear definition and quantitative metrics for assessing individual contributions to the team, we aim to ensure accountability and fairness. Additionally, the implementation of rewards motivates excellence, while admonishments and dismissal conditions serve as corrective measures in the event that a team member does not contribute to the team.

This document not only promotes transparency and accountability, but fosters a culture of continuous improvement and support. All members are committed to the objective described and know the processes that will be followed and how their contribution will be evaluated.

With these foundations in place, our team is well prepared to face the challenges of the project while maintaining excellence and cooperation.

## 10. Signatures

The following team members agree to the terms and commitments outlined in this document.

**[Signatures should be included here]**

Seville, 16 February 2025.

## References

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