Essential Systems Team Charter

For our team, the Essential Systems group, our main objective for this project is to ensure that KHBPA has a fully functioning website, one that meets all of their requirements and fixes some of their current problems. We would also like to get an ‘A’ on this project but that is not as important to us. Achieving these goals is only going to happen if we work together as a team. This means that we all have to be on the same page. Everyone needs to have a clear idea of what their work is and when it needs to be done. We need to clearly communicate our ideas or any concerns we have with this project. Everyone’s voice needs to be heard on all topics. When decisions are going to be made, everyone will have the opportunity to express what they will believe is the best choice for the group going forward. Ultimately our goal is to get the website functioning like what the KHBPA wishes and following this formula will help us reach that goal. Ultimately our goal is to get the website functioning like what the KHBPA wishes and following this formula will help us reach that goal.

The first step in reaching our ultimate goals, is to arrange group meetings to discuss the direction that we should take the project. These meetings will become the cornerstone for everything that we will do. In these meetings, will discuss the work that we have completed, the work we are currently working on, and the work that needs to be done. The meetings will allow us to peer review each other’s work to make sure everything is in line with the instructions, and provide feedback on what we think was good and parts that may need some work. The meetings are also where we will be able to make sure when everybody knows when the next assignment is due. Meetings will usually be arranged at the end of the current meeting. This will give us time one-on-one to discuss everyone’s schedule and what times work the best for everyone. If we can find a time where everyone is free, then that will be the time of the next meeting. If we can’t find a time for everyone, then we are forced to find a time that is good for most of the group. Those who miss a meeting will be filled in through text message or at the next meeting. Everything in these meetings will be documented on OneDrive so that members can access the info at any time.

As mentioned in the first paragraph, clear communication will be the most important aspect of this project. For our group, trying to schedule a meeting can be pretty tough since we all have jobs and other obligations. So, our main form of communication is through text message. We use the app GroupMe, which allows group messaging between all types of phones, to send messages since not everyone has the same type of phone. Another form of communication that is very useful for us is through OneDrive. This allows a member to create a document and share it with the rest of the members at any time. This is very important for us because it allows compatibility between members without actually being in the same room as each other. All of the work that we are working on and complete will be saved on the OneDrive. Another important form of communication for us is Skype. Skype allows us to talk to each other and see each other like we were in the same room, but it’s actually over the internet. This allows us to pretty much have a meeting whenever we want. In terms of communicating with the client and the professor, e-mail will be what we will be using.

As with any group project, there will be many decisions that will have to be made. With these decisions will come differing opinions from each of the group members on how what decision is best for the group. The process that we take to solve a problem, make a decision, or resolve a conflict will be pretty much the same: the majority rules. First, we will make sure that all options are on the table. Next, we will vote on what we think is the best option. We will continue to do this until we have come up with a final decision or there are no more decisions to make. I think the important part of this is making sure that everyone’s voice is heard and that we have plenty of options before we start the process.

To make sure that everything that we do during and outside of the meetings is kept track of, we will put all documents onto the OneDrive. On this OneDrive we will have all of our completed work, as well as our unfinished work. We will also have notes of ours that we have shared between each other.