

Team Charter

Research has shown that new project teams can prevent problems and work better together by discussing some key issues and expectations up front. To maximize benefits, take notes about conclusions your team reaches in each area and “sign off” to indicate your shared understanding about how the team will operate. Note, this charter be should be used, revisited and revised throughout the collaboration process.

INDIVIDUAL GOALS AND STRENGTHS

Name	Strengths	Styles (see CollabU)	Goals for Project	Potential obstacles
Yang	Logical, Coding	Getting done	Finish it well	not good at dealing with conflicts
Albert	Can code, can organize, get out ideas	Get it done, a bit of get it right, collaborates in conflict	Finish it, and improve web development skills if possible	bad at writing
Jack	Writing, keeping people on track.	About 50% get it done and 50% get it right. Internal processor, collaborator / compromiser	Be satisfied with my work	Too goal-focused

TEAM NORMS

We should respect each other and value each other's contributions. We will try our best to show up and be active in meetings, and complete each of our tasks in a timely and quality manner. We agree to collaborate in conflicts and listen to each other.

COMMUNICATION NORMS

- Use an iMessage group for communication.
- We agree to respond to messages within 12 hours of when they were sent. If 12 hours is not enough time, acknowledge that you received the message and state when you will respond.
- We will create a team folder on Google Drive where everyone will store the most up-to-date copies of their work. We will use Google formats for files when available.

TROUBLE-SHOOTING GUIDELINES

Meeting attendance and timeliness

- All team members should attend meetings on time.

- If a team member cannot attend a meeting, they should notify others in the iMessage group chat as soon as they know they cannot attend the meeting. They may suggest rescheduling the meeting, or continuing the meeting without them depending on the circumstances of said meeting.
- If a team member arrives at least 10 minutes late or knows they will arrive at least 10 minutes late, they should notify others in the group chat.
- Any team member who does not follow these rules will volunteer to take on extra work and apologize to the team formally through iMessage.

Late work

- Team members are expected to adhere to all deadlines.
- If a team member cannot meet the deadline, they should notify the group in the iMessage chat at least 24 hours in advance and say when they will have the work complete.
- If a team member realizes that a task is taking far longer than anticipated, they should notify the team in the iMessage chat and explain their struggles.
- Any team member who does not follow these rules is expected to issue a formal apology in the iMessage chat.

Poor Quality work

- Any member who knowingly submits incomplete or error-ridden work should notify the team of their plan to review or redo the work on the iMessage chat.
- If a team member unknowingly submits poor quality work, the team should have a meeting to discuss the problems and give some suggestions on how to improve the work. The team member should state their plan to review or update the work following discussion of the poor work.

Conflict Resolution and Stalemates

- The team will discuss to reach a consensus if there is a disagreement about ideas or content that is not easily resolved.
- If consensus is not reached after 45 minutes, we agree to present our arguments to the instructor to obtain their input.
- If a team member comes into conflict with another team member in an unproductive way, group members should speak to an instructor about the issue.

Invoking the Team Charter

- Anyone who notices a violation of the team charter should message the group chat about it and reach a consensus with the group members about how to resolve the issue according to the charter.
- It is important to be firm about the rules without being rude.

Signed by

Jack Barton Yang Pan Albert Lin

10/24/22 10/24/22 10/24/22

Team Roles and Responsibilities

Everyone:

- Maintain and update project plan
- Plan meetings
- Deliberate on group decisions

Research manager/organizer: Jack

- Collects current events
- Database browsing
- Subject assignment
- Manages citations

Website designers: Albert, Yang

- Organizes the texts and images on the website
- Finds reference for images and art
- Cites all reference images
- Designs the actual website from the layout, graphics, and completed project
- Tests the website

Notetaker: Jack

- Records what is discussed and completed in each meeting
- Details discussion on decisions with an emphasis on final decisions
- Include how ideas were brought up and then decided upon
- Lists any references or other sources used during meetings
- Writes who came up with each idea and how the discussions progressed

File Organizer: Yang

- Manages drive

Meeting & Agenda	Date	Time	Jack	Albert	Yang	Task QA	Complexity	Time	Time Actual (Hrs)
INPUT: OUTPUT: (1) Draft Team Charter,	Mon, Oct 24	17:00	X	X	X	Meeting to complete Team Charter and Roles and Responsibilities	1	1	1
	Tue, Oct 25	11:50	X	X	X	Project Plan	2	1	1
Meeting: Finish the planned schedule	Wed, Oct 26	17:00	X	X	X	Meeting to finalize and submit Team Formation Report	2	1	
	Thu, Oct 27	17:00	X	X	X	Start background research on the problem space	2	2	
	Fri, Oct 28	00:00	X	X	X	Peer Evaluation 1	1	1	
	Sat, Oct 29								
	Sun, Oct 30								
	Mon, Oct 31								
Meeting: first proposals for project	Tue, Nov 1	17:00	X	X	X	Finish background research. Meeting to propose ideas for project. Begin project proposal draft.	2	1	
	Wed, Nov 2	17:00	X			Write project proposal draft	4	5	
Meeting: project proposal draft	Thu, Nov 3	17:00	X	X	X	Finish project proposal draft	3	2	
	Fri, Nov 4	17:00		X	X	Review project proposal draft	2	1	
	Sat, Nov 5	17:00	X	X	X	Complete project proposal draft review, begin final copy.	4	3	
	Sun, Nov 6								
	Mon, Nov 7	17:00	X	X	X	Complete final copy, begin final review	2	1	
	Tue, Nov 8	17:00	X	X	X	Final review of project proposal	2	1	
Meeting: final review + submission of proposal	Wed, Nov 9	17:00	X	X	X	Submit Project Proposal	1	1	
	Thu, Nov 10								
	Fri, Nov 11	17:00		X	X	Begin basic website-building for final website	4	3	
	Sat, Nov 12								
Meeting: work on website	Sun, Nov 13	17:00		X	X	Learn how to do web design, work on website	4	5	
	Mon, Nov 14								
	Tue, Nov 15								
	Wed, Nov 16								
	Thu, Nov 17								
	Fri, Nov 18	17:00	X	X	X	Finalize first draft of website and begin review	2	2	
	Sat, Nov 19								
	Sun, Nov 20	17:00	X	X	X	Review website-design, start preparing presentation	2	3	
	Mon, Nov 21								
	Tue, Nov 22								
	Wed, Nov 23	17:00	X	X	X	Finalize website + write work summary	3	2	
	Thu, Nov 24								
	Fri, Nov 25	17:00	X	X	X	Write first draft of presentation	4	5	
Meeting: Review and rehearse presentation	Sat, Nov 26	14:00	X	X	X	Review presentation, rehearse	4	2	
	Sun, Nov 27	17:00	X	X	X	Finalize presentation	2	1	
	Mon, Nov 28								
DUE DATE:	Tue, Nov 29	00:00	X	X	X	Submit project Website, Presentation & work summary	1	1	

Get to Know Your Team

Instructions for project teams activity after Unit 1 of Collaborative U

This activity will take place in your project teams during a team meeting, for 15-20 minutes.

Team: <7>

Which team members were present for this activity?: <Yang, Jack, Albert>

Part 1: “2 Truths, 1 Lie” Game

Go around and have each team member say 3 things they are good at and could help the team with, for example: “First, I can _____, second I’m an excellent _____, and third, I enjoy _____”

These items should be *talents or activities related to your group project*, **two of which you are in fact good at and one you are not so good at – a lie**. Possibilities: notetaking, proofreading, organizing fun, writing, running meetings, food – anything you can contribute.

When each person says their three items, the other team members will guess which one is false. *Let everyone take a guess before you reveal the lie!* Then move on to the next team member.

<Albert: Good at writing (lie) , can program, speaks Mandarin

Yang: I can speak Spanish, I can speak mandarin, I am good at writing (lie)

Jack: I took 4 years of Spanish in high school, I took 4 years of French in high school (lie), I am not bilingual.

>

Part 2: Who Are You?

Next take a few minutes to tell each other the information you have gained about yourselves from Unit 1 of Collaborative U, that is, go around and tell your teammates about your past experience, processing and work styles, social sensitivity, and responses to conflict. (You can use the talking points you filled in at the end of the unit.)

After everyone takes a turn, have a general discussion about how your team can exploit this information to improve its performance--What contributions will each member make? What practices will make everyone comfortable and help equalize participation? Social time before/after meetings? Time to think before decisions? Having certain members monitor moods, deadlines, quality? Write down any commitments you agree on and post where team documents are maintained.

<All of us are “getting done” people - we will need to make sure to not constantly focus on the project and bond with each other. However, we likely will not have problems with meeting deadlines.

As for conflicts, we all tend to not use force that much, instead focusing on compromising.

We all tend to speak after thinking so we will make sure to hear everyone’s opinions before arriving at a decision.

>

Complete and submit this form as a part of your Group Project Team Formation Report.

Congratulations! You have taken an important step to improve your team’s performance. The next unit will teach you how to deal with any conflicts that come up. Good luck with your project!

Link to Collaborative Materials

https://drive.google.com/drive/folders/1-Pg-B-XW_5N5bUNBrqW5S5KVnXWlnDI2?usp=sharing