For this assignment I would like you to make a team charter. It does not have to be as complete as the following document suggests, but this document will give you an idea of where to start.  
<https://www.smartsheet.com/essential-guide-creating-effective-team-charter>

Submit for this assignment a document that provides the following information:  
0) Choose a team name!! (have fun, its just for our ease of coordination.)  
1) Team leader (or, explicitly decide on a flat structure and let me know that).  
2) Team communicator (I strong suggest one point of contact to communicate with your sponsors, and potentially with me).  
3) Communication method (will you use teams, email, Ed chat, or something else - decide)  
4) Timing (how frequently do team members need to check in and respond to the given communication method - one business day, perhaps?)