Pod #5 Charter

Kyle, Jacob, Shash

ROOM D316

## Task 1a:

Responsibilities for Each Member:

*Attendance:*

We will be having 2 meetings per week to go over pacing and any possible hurdles with each team project. We will all be expected to be in every class, updating the group with work journals via Discord and attending regular meetings.

*Submissions:*

After submitting your portion of each project, it will be reviewed by others in the group to ensure it’s in line with the rest of the content and meets all criteria. Your portion of the project will be weighed against the rubric of the assignment itself to determine the quality of the work submitted. This will be scored by each member of the group out of 10 in terms of completeness and quality of the work provided as well as a way for each member to sign off on each others portion of each project.

*Communication:*

Group communication will be graded as a group consensus. The individual will score themselves and compare the grading to the rest of the group to both gather an average for the group and to resolve any possible conflicts or problems.

Throughout the week, in our team’s Discord group chat, mention any work done regarding the project to be added to your Work Journal. This includes any time spent researching or directly contributing to your portion of the assigned project.

*Deadlines:*

Within 24 hours of the **BrightSpace due date**, the entire project will be compiled and reviewed. A group Dropbox will be opened to hold the components of the project so they can be viewed and compared by other members of the group before the submission due date. We will each be marked based on timeliness of our individual submissions. Full marks will be awarded for the deadline if work submitted before the **group deadline** and will reduce as the BrightSpace timeline gets closer.

Roles:

Kyle – Team Lead (attendance, work journals, communications, file compilation)

Jacob – Submissions (Final BrightSpace submission, proofreading)

Shash –

Contact:

Email, Discord and Text for any emergencies (lates, absences, stuck on an assignment role)

Primarily Discord group chat for day-to-day updates.

[W0263439@nscc.ca](mailto:W0263439@nscc.ca) – Kyle, Team Lead

1-902-209-4090 – “Attendance/Emergency Line” (personal cell)

[W0485435@nscc.ca](mailto:W0485435@nscc.ca) – Jacob, Submissions

1-902-789-2640

Expectations:

* Be present for meetings and active in group chat with any progress updates, issues or concerns.
* Communication is key, if a portion of the project cannot be completed on time or is behind schedule, let us know and we’ll team up to help. Same applies for any lates and absences.
* Deadlines for assignment submission will be 24 hours before BrightSpace deadline in Dropbox to account for peer review and ensure all aspects are covered and correct.
* Quality of work submitted, ensure it meets all rubric criteria for not only the group rubric but the assignment rubric as well.
* Since we will be marking ourselves on these expectations, if you are not contributing to the group without valid reason, you may be penalized. If a consistent lack of effort is not corrected, we will be forced to reach out to our academic advisor about which steps to take.
* Comment and sign off on each others portions of the project via comments on Dropbox

Meeting Schedule:

2 weekly meetings On **Tuesday and Thursday Afternoons 12:30pm – 1:30pm**