C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**Software Smiths**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Vijay Upadhya | 512-550-6358  vupadhya@gatech.edu | Text Message, group chat |
| Arber Muharemi | 727-465-6977  arber.muharemi@gatech.edu | Text Message, group chat |
| Yash Singh | 484-649-4600  ysingh31@gatech.edu | Text Message, group chat |
| William Cheng | 707-514-6706, wcheng47@gatech.edu | Text Message, group chat |
| Rishabh Mahajani | 240-620-8765  rmahajani3@gatech.edu | Text Message, group chat |
| Member 6 | Contact 6 | Pref 6 |

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| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Vijay Upadhya | CS, coding experience | distractions |
| Arber Muharemi | Time Management  Agile/SCRUM  Git/Source Control  Java & Android Dev | Busy Schedule |
| Yash Singh | java | Inexperience in other languages |
| William Cheng | Lots of time | lazy |
| Rishabh Mahajani | Finishing work early and communication | Disorganized |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

Work must be delivered on the promised times unless there is an emergency. If certain software issues come up during coding a part of the project, the team member working on that part must contact the team as soon as possible so that the issues can be addressed. If any team member feels overwhelmed the team member should speak out immediately so that the work can be divided more equitably among the team. Work estimates should be reasonable but can be changed once the team member starts working on a task in the sprint backlog. Proper testing should be done on all delivered code to maintain accuracy, quality, and consistency throughout the project. Team members should not miss scheduled meetings unless there is an appropriate excuse. Team members should always communicate to solve problems and collaborate to add new ideas to the project.

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Project Manager - Arber

Timekeeper – William

Investigator – Yash

Coordinator - Rishabh

Monitor – Vijay

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

Deliverables should be finished 2 days prior to due date. Demos should be rehearsed at least one day prior to the due date. Meetings should be held at least once a week, twice when something important is due on that week.

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

Meetings should never be scheduled during class/recitation timings. Thus, everyone should be able to make the meetings on time unless there is an unexpected emergency. Even if a team member, due to an emergency, cannot make the meeting he is responsible for catching up by contacting the rest of the team.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

Excuses that will not be considered acceptable are “I don’t feel like coming”, “I have already done my share of the sprint backlog so I don’t need to come”, “I haven’t gotten anything accomplished so there is no point in coming”, or “Oversleeping”. Having too much work/studying for a big test will be acceptable as long as it only happens once or twice. But if it becomes a recurring excuse it will be unacceptable. Acceptable excuses will be a serious illness or a family emergency.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

As soon as the team member is aware of any such emergency or situation that will prevent him from attending a meeting or completing work he will send an email or text to all the other team members explaining the situation. If he missed a meeting, he will contact the other team members after the meeting to receive the information that he missed. If he could not complete a deliverable, he will contact other team members and receive help on the task.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

When team members appear for team meetings they should be prepared to speak about what they worked on since the last meeting, any problems they resolved, any persisting/new problems, and what they are planning to do by the next meeting. They should also be ready to discuss any information concerning a change in their initial work estimates for particular tasks in the sprint backlog. The deliverables that team members bring to the team should be tested thoroughly not only by the developer but also by a few other team members to ensure the quality of the deliverable.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

Don’t shoot down ideas all the time, suggest viable methods, don’t be non-responsive, whenever you contribute to git, attach a message and inform the team of any absences ahead of time and catch up after meetings.

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

Always ask 3 important questions at the start and end of the meeting

1. What have you done since last meeting?
2. What obstacles are you facing?
3. What are you planning on doing by the next meeting?