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

**Delta Δ**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Matthew Leonard | 770-655-9223 | Text |
| Matthew Lipscomb | 678-469-8827 | Text |
| Robert Pendley | 678-361-3334 | Text |
| Cristina Couvillion | 678-882-6391 | Text |
| Member 5 | Contact 5 | Pref 5 |
| Member 6 | Contact 6 | Pref 6 |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Matthew Leonard | Structuring Code | Writing |
| Matthew Lipscomb | Writing | Organization |
| Robert Pendley | Math/Algorithms | Writing |
| Cristina Couvillion | Organization | Debugging |
| Member 5 | Strength 5 | Weakness 5 |
| 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?*

Be done with every assignment at least 24 hours before it’s due.

Every group member gives proportional amount of effort.

Learn/develop new skills.

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.*

Matthew Lipscomb – Devil’s Advocate, Debugger, Writer

Robert Pendley – Researcher, Backend

Cristina Couvillion – UI, Meeting Organizer

Matthew Leonard – Code Organizer, Backend

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

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

On the day of the milestone release, make a schedule for completion after class on that day. Have a meeting to combine works and review. Turn in 24 hours before the assignment is due.

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

Plan around conflicts as best as possible. If missing a meeting or not attending the entire meeting, inform the group as early as possible and make sure to review what happened during your absence. If missing work, have a plan to get that to the group and finish it.

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

Acceptable - Family, medical, emergency, job, car trouble.

Unacceptable – Oversleeping, forgetting, not wanting to, making non-essential plans.

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)?**

For assignments – split the work between the other members of the group as best as possible. If the person is struggling to complete said work, help to complete that section.

For meetings – Get the required information for the missing team member and do as best as possible to continue work. Then inform them of what happened in the meeting.

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?**

Put in your best effort. If you are struggling, ask for help from other group members. Ensure that you’ve put in your best effort in researching the issue. Work should be done to best integrate with another people’s work. Be open to tweak your work if necessary in meetings.

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

Be vocal if you have an idea or don’t agree with the group. Be open to other people’s ideas. Every member of the team provides a new view on a problem. If you have a complaint, approach it respectably and professionally.

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?*

Schedules. Mid-point check in. Communication in group chat. GroupMe events.

If someone is really slacking on work, the group will be vocal about the issue. Those who are doing excellent work will be praised.