**Application Activity: Team Governance Plan**

Name: Revi Pureza

# Introduction

As a team, respond to the questions below. You will be graded ***individually*** on the quality of your responses.

# Team Members

Please list the full names of those on your team. You may also wish to create a team name.

Jon Lyndel

Janine Arbado

Learnie Grace Reyes

Revi Pureza

# Organization

How is your team organized (eg. did you assign roles, divide up the work, set deadlines)? How will your team complete assignments each week on time?

Jon Lyndel – in charge of maintenance of the tools we are daily using especially laptop and the software application.

Janine Arbado – in charge of documents we will use and need to present to the client for our eligibility for doing our service.

Learnie Grace Reyes – in charge of interview with the client and need to pitch the product we offered.

Revi Pureza – I am in charge of creating and developing the client needed website.

# Communication

**How** and **when** will your team communicate?

Primarily we communicate through virtual since that is the most convenient way and fastest if ever we have clarifications in our project and we will communicate regularly to check the progress of our project.

# Collaboration

How will you help your teammates when they don’t understand the work?

If they don’t understand what are they need to do, I will not hesitate to repeat it and give them a helping hand because it will benefit us all and the team.

# Expectations

What are your team expectations? What will you do if a team member isn’t contributing?

My expectation for my team is they will contribute and cooperate well and be responsible enough. If they don’t cooperate or contribute base on our responsibility , I will give them a heads up that they need t do the task and if they still not cooperate I will talk to them properly explain briefly what are the effects of it.

**Save** this document and follow the instructions in the course to submit it for grading and feedback.