

# TEAM CHARTER

— DECO1100 - TEAM HASHTAG - PROJECT 1 - S1 2014 —

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— PREPARED BY TEAM HASHTAG —

Jessica Tyerman  
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Blake Carter

Grant Thompson  
Clara O'Sullivan  
Clare Heesh

# INTRODUCTION

This project aims to design and prototype an interactive product intended for children, where continued use will increase specific physical skills. The design is not intended for individual use, but should instead encourage children to work in groups of two or more. The product will be designed with a particular deployment environment and target users in mind. The product needs to be fun, challenging, have a high replay value and be delivered complete, with all instructions and necessary equipment included.

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## Scope

Team work carried out under this charter will focus specifically on the collaborative aspects of the key deliverables within our project.

TBD: How much further to elaborate given world limit?

### Key deliverables

- Project narrative blog
- Project documentation
- Persona portfolio
- Concept maps
- Concept portfolio
- Prototype construction

## Key Dates

The deadline for all deliverables is Monday 28 April at 13:00. Finer grained scheduling will be achieved through tasks and calendar dates set through Basecamp.

## Communication

- Use Facebook as the primary method of communication regarding any meetings
- Notify other team member via Facebook two hours prior to meeting if unavailable
- The group agrees to use Basecamp as the primary method of communication in regards to sharing ideas and resources, updating information and formally delegating tasks in a written format
- Check their emails regularly to ensure everyone is up-to-date
- Communicate effectively, treat each other with respect and consideration
- Where criticism is required it is to be given in a respectful and constructive manner

# Decision Making

- Team decisions will be finalised on a majority rules basis
- If conflict occurs in direct relation to the project it will be dealt with sensibly and by the group as a whole
- Team members who under perform will be warned by the group and given a chance to solve the issue; if ongoing the tutor will then be involved

## Roles and Responsibilities

TEAM MEMBER	ASSIGNED TO
Blake Carter	Chairperson as well as print, visual and social media
Clara O'Sullivan	Editor, photographer and videographer
Clare Heesh	Freelancer?
Grant Thompson	Facilitator; devil's advocate
Holly Eriksson	Research, resourcing and budget
Jessica Tyerman	Research, resourcing and budget

## Additional Resources

TBD?

## Team members

TBD: Include degree, phone number and email in this section? I've created a contacts document on Basecamp if everyone would like to include their details.