**Team Charter**

The Added Value group is committed to operating as a team. We will conduct our activities as a unit in a handful of key ways. We have established a multitude of team goals and communication standards.

**Team Goals**

* We want to accomplish all of our assignments on time. This doesn’t simply mean turning in documents before a deadline. This means that we will agree upon a review deadline so we can ensure the integrity and quality of every component. We want to have successful presentations. This means that we want to be prepared and have practiced our sections individually and as a group. We want to communicate well as a team. Any issues or inquiries should always be resolved or answered in a timely manner. We want to improve our overall understanding of systems analysis. This means attending class sessions to take in valuable information not offered by the text. Most importantly, we want to function well as a team and contribute equally.

**Group Meetings**

* Group meetings are imperative to our success. We will discuss our progress in class and deliberate on whether or not we need to meet. We’ll decide when to schedule meetings

together based on times that work for everyone. We’ll send the meeting date and time in our GroupMe chat.

**Team Communications**

* We will communicate ideas in person and through written word. We have set up a Microsoft Teams group and will be creating Google Docs to live share and edit. We will be communicating with the client and posting her answers to the class blackboard discussion board. We will communicate with the instructor in person, through email, and during office hours if necessary.

**Team Decisions**

* We will strive for healthy communication as a group. If a consensus cannot be made naturally, it’s only fair to hold a vote. If a tie were to occur, we would have to debate once more.

**Team Repositories**

* We will be sending files within the Microsoft Team group, in a Google Drive, and GroupMe if necessary. We will be taking notes individually on paper/on our laptops. We will compare them as necessary.