# TEAM topic and CHARTER

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| TEAM:      C – One Minute Network | | |  | TEAM DURATION:      8 weeks | | |
| DEPARTMENT: GM600 (Section Letter) | | |  | REPORTING TO: Professor Shotwell | | |
| MEMBER NAME |  | ROLE |  | PHONE/FAX |  | EMAIL |
| Jessica Arabi |  | Marketing |  | 213-434-0430 |  | jessicaarabi@aol.com |
| Golbon Moridi |  | Marketing |  | 408-6236363 |  | golbon.moridi@gmail.com |
| Shahin Mohammadkhani |  | Operations |  | 562-746-5920 |  | Shahin.khani@gmail.com |
| Isabelle Lee |  | Finance |  | 213-2495024 |  | JH\_NA2@yahoo.com |
|  |  |  |  |  |  |  |

Responsibility Matrix:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignment (Team Member Name) | Jessica | Golbon | Isabelle | Shahin |  |
| Marketing | TM | ST |  |  |  |
| Operations | TM |  |  | ST |  |
| Finance *(you may want to assign a lead and 2 members to this section*) | TM |  | ST | TM |  |
| Presentation | TM | TM | TM | ST |  |
| Editor (optional) |  |  |  | ST |  |

ST – Sub-team lead

TM – Team member

## TEAM GOALS (include project assignment goals, group process goals, quality level goals): (Each team should look at this general list and enhance it for your own team’s map!) This should be 100% filled out by the end of Week 1 and submitted to your team thread and to your instructor for approval!

Week 1: Establish team, pick topic and prepare team charter. Do all readings and worksheets. Determine team member strengths. Pick Team leader (in charge of managing the project and editing/putting pieces together and submission.)

Team TOPIC: Our web network consists of providing the general public with a snapshot of the most important

daily finance, beauty, and fashion news that affects their daily life.

Week 2: Do all readings and establish subteams: (For a 5 member team, everyone should have 2 roles.)

Marketing:

SubLeader: Golbon Moridi

Member:Jessica Arabi

Operations:

SubLeader: Shahin Mohammadkhani

Member: Golbon Moridi

Finance:

SubLeader: Isabelle Lee

Member: Shahin Mohammadkhani

Member: Jessica Arabi

Presentation:

Subleader: Shahin Mohammadkhani

Member: Golbon, Jessica, Isabelle

Week 3: Operations plan due at end of week.

Week 4: Finance plan (all but exit strategy and valuation) due at end of week. Feedback from Operations plan.

Week 5: Marketing plan due at end of week. Clean up Operations plan. Feedback from Finance plan.

Week 6: Final exit strategy and valuation draft due. Feedback from Marketing plan. Create ES and begin .ppt.

Week 7: Total plan cleanup and synthesis. Finish .ppt and practice presentation.

Week 8: Upload final plan and give presentation.

Week 9: CELEBRATE!

**SKILLS INVENTORY (include at least one pertinent strength and weakness of each team member:)**

Writing skills, creativity, research skills, communication, & thinking outside of the box. Excellent time management skills.

Some members do not have experience in online marketing, perfectionist, accounting, good presentation skills

**POTENTIAL BARRIERS AND COPING STRATEGIES: (include barriers to the achievement of goals, e.g. time zone,  
 time management, language skills, and identify coping strategies):**

Don’t have proficient accounting experience. However, we will research more to discover learn how to finance a company. Have never done a five year business plan which will force the team to research further and do more intensive analysis.

## GROUND RULES: (include meeting schedule, attendance expectations, agenda, communication methods):

All members should attend all classes and all scheduled meetings unless otherwise given prior notice. Each member is accountable for their work and should be responsible for communicating any difficulties they encounter to the rest of the team. Team members shall keep each other updated with progress on the project and communicate often via phone, Skype, email, threads.

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|  | **Contingency Planning** | |  | **TEAM: C** |  |
|  | *Here, I have included some sample project team issues and solutions. Please feel free to use or modify as your team chooses.* | | | | | |
|  |  |  |  |  |  |
|  | **Issue/Potential Event** | **Team response - before the event** | **Team response - after the event occurs** | **Consequences, if any** | **If work is reassigned - to whom?** |
|  |
|  |
| **1** | Member misses week 8 presentation due to an emergency at the last minute | Make sure every presentation section has a backup prepared to present in the case of an emergency | The backup steps in and presents | Missing team member will lose 200 presentation points and 100 participation points. Team will decide if loses Peer Review points. Minimum loss-300 points. If team member does not have verifiable emergency, may also lose points on group project and may have to re-take the course. | See backup plan. |
| **2** | Member drops course | Re-assign sublead and member roles. Determine scope re-evaluation. | The Team as a whole will re strategize and re organize the group | May fall behind in work. | To the other team member who is in the assigned category. |
| **3** | Member does not complete tasks on time | Make sure assignments and due dates are clear. Work with each other to insure that due dates are reasonable. | Talk to member why they cant complete the work and provide help if needed. | Team may fall behind and would have to cut corners. |  |
| **4** | Member 'disappears' | Collect more than one type of contact information while team is forming | Other team members would have to step in and fill in the for the member. | The work load will be much more for the team as a whole |  |
| **5** | Member does not attend a team meeting | Team members need to let each other know if they can not make a meeting and provide an update of their work. | If member does not give prior notice, they are expected to give an update after the meeting with completed assigned work. |  |  |
| **6** | Member completes a task unsatisfactorily | Let the team know about difficulties so the team can help. | They will be asked to redo the work. |  |  |
| **7** | Member has an emergency that delays tasks | Communicate the emergency to the team | Communicate the emergency to the team |  |  |
| **8** | Misunderstanding of how to complete part of the Business Plan | If team cannot determine the answer, the team lead will contact the professor for clarification |  |  |  |
| **9** | Miscommunication of what duties are | Create a responsibility matrix |  |  |  |
| **10** | E-College crashes | Send deliverables through email |  |  |  |