PROGRAMMING WEB APPLICATIONS I ~ (PWA-I)
TEAM CHARTER - (Campus Only)

TEAM COLLABORATION:

In the real world, you will most likely be working with a team of Web Designers & Developers. **As a result, it is imperative that you practice working in a team environment early on in your academic career.**

You are asked to try and resolve group conflicts amongst yourselves and remain professional at all times. Please keep in mind that in corporate work environments, group tensions do happen and real professionals *learn how to manage & resolve them.*

TRY 3 BEFORE ME. I expect teams to plan ahead & try to think about how to raise and manage group issues before coming to me. On the other hand, I will always be open to hearing your concerns in a professional & sensible way. Your team may also ask to meet me during office hours should any major problems arise.

GPS GRADE. This collaboration process should normally not influence your GPS or participation grade unless there are some extreme cases. *Please see Team Schedule Setup and additional guidelines below.*

TEAM CHARTER & SCHEDULE SETUP:

As soon as you have met your team members, please set up and post a process for completing your weekly group tasks/assignments. This charter-schedule should be posted/updated as part of your weekly team presentations, which will also be submitted to FSO by the end of each class session. As a team, your job is to:

1. Communicate & Collaborate! Share your **best contact info** with each team member.

2. Decide on your **Team's Strengths**: This will help you "divide & conquer" future tasks and help you develop a schedule indicating each person's role for all 11 class sessions;

3. Decide who will be your team **Publisher** for each week;
    ▪ Publishers will submit assignments online via FSO Portal only (see below)

4. Decide who will be your team **Evaluator** for each week;
    ▪ Evaluators will submit a weekly team evaluation via FSO Portal (see below)

5. Decide who will be your team **Lead Presenter** for each week;
    ▪ Lead Presenters will be the main speaker during your team's project demo.

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SAMPLE TEAM SCHEDULE:

All classmates have already been assigned to a team (by your instructor). Your team schedule & updates should be presented during each class session during your team's demo presentation:

NOTE: Each week, Publishers will submit weekly team PowerPoint files via FSO only. Evaluators will submit weekly team evaluations directly inside each PPT file. Lead Presenters will start & close the team presentation, as well as represent the team during each class session. All team members should participate in the presentation, but also plan to support the Lead Presenter, as needed during all demo presentations.

Team X	Publisher	Evaluator	Lead Presenter
Client Demo #1 (1/7/15)			
Client Demo #2 (1/9/15)			
Client Demo #3 (1/12/15)			
Client Demo #4 (1/14/15)			
Client Demo #5 (1/16/15)			
Client Demo #6 (1/19/15)			
Client Demo #7 (1/21/15)			
Client Demo #8 (1/23/15)			
Client Demo #9 (1/26/15)			

GROUND RULES:

- Each team/group will post an update BEFORE presenting at each class session (including the 1st week) to FSO, as follows:

    1. TEAM CHARTER: **Team Publisher** should submit to FSO Discussion for "Week #: Team Demo Updates". **Team Lead Presenters** will present your team's findings and share any changes that were made on the Charter due to scheduling conflicts & changes.

    2. TEAM POWERPOINT/DEMO UPDATES: Team Publishers should also submit an update of your Team's PowerPoint Slides before each demo. At least one (1) slide should be reserved for the **Team Evaluator. Team Evaluators will verbally** discuss *what went right/wrong* for the current weekly tasks. Each demo should have a minimum of 7-10 slides, as follows:
        - *Client Branding*: Graphics & colors specific to your client's industry, Client/Company Name
        - *7-10 Content Slides of Content*: Your team's Company Profile, Services/Price, ADDIO Flowcharts, Portfolios, Web Apps Links, Team Evaluation Slide

TEAM EVALUATOR GUIDELINES:

The **Team Evaluator** will prepare a team synopsis TO BE SHARED VERBALLY towards the end of each team demo. Please use one (1) extra slide to include a summary of two points in the note posted for your team:

1. One thing your team feels they did this week you all were particularly proud of.
2. One thing your team would like to do better next week (and then refer back to this during the upcoming week and see if you're on track).

The idea is to determine together what you've done well and what you need to do better.   Each week, please take time to determine how effectively your team operated each week. Think about how well you performed in each of the following six (6) areas.

1. What individual contributions were made that helped the team accomplish its goals for the week?
2. What changes would you like to see in your team during this next week?
3. Did my team maintain an atmosphere in which each member could contribute to the team?
4. Did we search for alternative points of view or compromise within the team?
5. How did we deal with and/or resolve that conflict within the team?

POWERPOINT PUBLISHING GUIDELINES:

An updated version of your presentation should be posted online by your **Team Publisher** BEFORE each demo presentation. Your team will be graded on how well you adhere to all requirements including # of slides, presentation branding & content, client status requirements, evaluation etc. All files should be exchanged between group members via FSO and your GitHub.com accounts.   Again, at a minimum, your team should include the following:

1. *Client Branding*: Graphics & colors specific to your client's industry, Client/Company Name
2. *7-10 Content Slides of Content*: Your team's Company Profile, Services/Price, ADDIO Flowcharts, Portfolios, Web Apps Links, Team Evaluation Slide. More than 10 slides is acceptable!

GRADING:

All demos will be presented during class and are worth at 2% of your grade.   During the last week of the course, each team will integrate all meeting assignments and submit a PowerPoint presentation and Final Demo Presentation (worth 4% of your grade). All weekly group tasks will be graded on the following:

- o Completed all requirements?
- o Shows mastery of concepts for that week?
- o Presented work neatly & on schedule?
- o Individual role & participation was satisfactory (Publisher, Evaluator, Lead Presenter)