Team Charter

Iteration One

Innovation Crew

Innovation Crew’s primary goals by the end of this project are to increase donations and volunteer numbers through better business processes. Surgery on Sunday’s goal is to serve more patients and expand their organization to other areas of the region. We believe that if their business processes on their site can be more efficient for them, and more attractive for the client, they will see a surge in donations, patient referrals, and volunteers. Through these better business processes, we also hope to save them valuable time and money. Our secondary goals and personal goals consist of meeting deadlines, productively allocating portions of the project evenly throughout the team members, and consistently having productive team meetings throughout the week.

Team meetings are planned in class and through the GroupMe app. Our team made a GroupMe chat to facilitate easy communication between every member. We are also utilizing Google Docs to allow all team members access to all of our documents. This allows us to keep track of everyone’s progress and keep every document of our project in a central location. Google Docs also permits anyone that can’t make it to a meeting to work on their portion of the project from any location and at any time. On top of these methods, we also send Meeting Minutes to the entire group through e-mail. These Meeting Minutes describe what we accomplished and what our next goals are. The meetings themselves include discussion about the current aspects of our project, collaboration on the project, and decisions on what our next steps are in the project.

Team communication will be conducted in class, at meetings, through GroupMe, and through e-mail. Our important decisions and work will be made during team meetings and class. GroupMe is used to set up meeting times, meeting locations, and any basic questions we may have regarding the case. E-mail is used to share some forms of documentation and to share our Meeting Minutes. Communication between our team and the client will be primarily conducted through e-mail. Communication with our instructor will be in class and through e-mail.

Team decisions will be primarily made during meeting to insure that everyone’s ideas are clear and understood by the entire team. A consensus will be built by thorough discussion between the members of the team. Team decisions will be determined by whichever opinion is in majority after our discussion. The decisions that are made by the team will be recorded and distributed to the entire team via our Meeting Minutes e-mail. This is for anyone who could not attend and for the team to reference throughout the course of the project. Any team conflicts will be resolved through discussion. These discussions will involve presenting your point of view and why you believe in that viewpoint. The team will compromise and come to a decision that best represents each of the differing viewpoints. This method intends to satisfy all parties.

Project documentation will be maintained through Google Docs, e-mail, and physical copies. Our PowerPoints and Word documents can be worked on and stored through GoogleDocs and will allow anyone to access these documents at any time. The physical copies of the project will be maintained and stored in a binder to keep everything in a central location.