| **Group members:** | Lukas, Chloe, Michael | **Group Number/Topic:** | 7/The Smith Family |
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| **1. Goal (Outline what you aim to achieve i.e., new knowledge/skills, a particular grade, positive group experience)** | |
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| *(a) Our shared aim as a group is to….*   * *achieve a grade that meets our expectations and to develop new understandings about The Smith Family.* | |
| **2. Respect** | |
| *(a) We will treat each other with..*   * *utmost respect and establish healthy communication channels to ensure that we are actively sharing information and assisting to our team members best success in their allocated parts of the assignment* * *openness to different ideas* | |
| **3. Communication** | |
| *(a) We will communicate using…a WhatsApp Group* | |
| *(b) If we are using platforms other than the group discussion board on the unit site (i.e., social media) to communicate, we confirm we will upload screenshots of our communication to the group discussion board*  - **Yes (we will upload screenshots of our conversation as evidence from our WhatApp)** | |
| *(c) We will allow for* ***2*** *days to respond to each other’s communications* | |
| *(d) If a group member does not make contact, we will…*   * *contact the team member via another means of communication, eg. Deakin Email, the group discussion board and/or Facebook request* * *if still no contact after multiple days, contact unit chair or lecturer explaining the situation* | |
| *(e) If a group member decides to withdraw from the unit during the trimester, they agree to…*   * *inform and submit a draft of their current progress of their section in the assignment* | |
| **4. Group members’ skills (Identify the individual skills of your group members)** | |
| 1. *We will aim to support each other’s strengths by…*  * *dividing the sections of the assignment based on each group members strengths and interests* | |
| *Chloe likes doing/is good at referencing and formatting the presentation* | *Lukas likes doing/is good at sourcing appropriate images/photos (referencing accordingly)* |
| *Michael likes doing/is good at referencing/in-text citation.* |  |
| **5. Achieving the goal (Identify who will complete each section of the task in detail)** | |
| 1. *We will ensure that all group members have looked at, and understood, all parts of the assignment by…*  * *communication frequently and answering any questions that group members may have about their section of the assignment* | |
| 1. *We will divide assignment tasks by…*  * *dividing the sections of the assignment based on each group members’ interests* | |
| *Lukas will do…Part A and B* | *Chloe will do…Part D and E* |
| *Michael will do…Part C* |  |
| 1. *Preparing the finalised assessment task will be the responsibility of…Lukas* | |
| 1. *We will reference our own sections using APA, with final structuring of the reference list the responsibility of…*   *Michael* | |
| 1. *Our timeline for completing this assessment is (enter all key dates i.e., meetings, deadlines to be met prior to the final stages/submission)…*  * *Team Charter submitted by Wednesday 13th of April* * *ensure final presentation is completed by Sunday 8th of May* * *Slides submitted by Wednesday 11th of May* | |
| 1. *The submission of our assignment (e.g., group charter, presentation slides and script) to the dropbox by the due date/s will be the responsibility of Chloe* | |
| 1. *We will ensure we adhere to the maximum time frame for our presentation by…*  * *checking in frequently with group members to ensure they have completed their parts* | |
| 1. *If there are challenges on the day of submitting the presentation (i.e., technology, unwell group member), we will ensure our presentation can still be completed on time by…*  * *contacting the IT team as soon as possible to fix the issue* * *ensuring every team member has a copy of the assignment to give maximum access* | |
| **6. Group dynamics (How your group members plan to work together)** | |
| 1. *If we miss two group meetings in a row, we will…*  * *determine why we have missed two meetings in a row and establish a solution that fixes the issue.* | |
| 1. *If we can’t attend a group meeting, we will…*  * *give sufficient notice to the group that we are unable to attend the group meeting* * *ensure notes are sent to the group so that the absent team member is aware of what happened during the group member* | |
| 1. *If a group member does not complete their work on time, we will…*  * *ask the team member if they need assistance and provide essential strategies to get the work completed by the due time.* | |
| 1. *If we reach a stalemate/come into conflict, our strategies will be to… before we contact our unit chair*  * *state our opinions/concerns in an appropriate way and attempt to come to a compromised solution that every group member is happy with.* | |
| 1. *If a group member withdraws from the group, we will ensure we still get the work done by…*  * *ensuring the remaining group members can divide the work accordingly to complete the withdrawn students' work.* | |
| *(f) If we fail to meet a deadline, we will…*   * *determine why we were unable to complete the deadline and come up with a new solution to meeting the next deadline* * *if the deadline is the assignment due date, we will request an extension with sufficient time to ensure we don’t fail to meet the deadline* | |

| **I agree to the responsibilities outlined in this Team Charter.**  **I acknowledge that not meeting these obligations may result in my removal from the group and affect my final mark on this task.** | **\*Name: Chloe Gent** | **\*Name: Michael Alford** |
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| **\*Name: Lukas Smyrnis** | **\*Name:** |

\*All group members must sign. Digital signatures (or typed signatures) are permitted.