

## Team Charter / Project Charter

**Background:** In this assignment, your team will establish ground rules and operating procedures for how you will work together and store your digital documents for the semester project. This is a critical part of any team project. Often it is done informally, but when it is done formally, it is referred to as a *Project Charter*.

### Instructions:

- Decide on a team name. Be creative! (You can see some of my favorite team names from past semesters here: [https://docs.google.com/spreadsheets/d/1Xnv3\\_yusUW7Vi5Ls84E0L0bqqGx6nYxlDynS6wE1m8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1Xnv3_yusUW7Vi5Ls84E0L0bqqGx6nYxlDynS6wE1m8/edit?usp=sharing))
- Decide how you will communicate with each other outside of formal team meetings. Will email be the primary communication method? Texting? Phone or videoconferencing calls?
- Decide what technologies you would like to use to work on your project this semester. The group assignment will be completed in Word, Visio, .sql, and PDF files. When it is time to combine your work to submit the project deliverable, will you store your documents in a shared folder? Will you email files back and forth? Will you use live-editing software? How about Slack? You may also be able to use the “Collaborations” feature of Canvas.
- Do you prefer to mostly work synchronously or will you “divide and conquer”?
- Establish scheduling constraints. Are there days or times that work better for team members to work on the project?
- Consider designating a team lead – someone to make sure coordination among the team goes smoothly (not necessarily to make team decisions). This is not mandatory, but recommended.

Once you have discussed these questions, create a Project Charter. The format of the document is up to you (be creative), but the content should include some information about what you decided in response to each of the 6 questions/items in the bulleted list above.

**Formatting and submission instructions:** When you have completed your team project charter, save it in Word or PDF format to submit. Only one person on the team needs to submit the file. If any team members did not participate in this assignment (or if they were absent from class if you did it during class, but they did not inform you they would be absent and get in touch with you), please note this privately to me in an email.