**ENGR 11 GROUP R09 CHARTER**

**EXPECTATIONS**

Each member is expected to contribute an equal amount of effort on each project and team activity. There should be a clear and fair division of a workload among the group members. Each member is expected to adhere to the rules outlined in the **RULES** section. If an individual fails to adhere to these rules, the other group members are expected to resolve the conflict in an appropriate fashion, by the process outlined in **CONFLICT RESOLUTION**. By signing this document, all members agree to abide by all aspects of this charter.

**RULES**

1. Project workloads must be assigned as equally as possible based on the assignment. Slight deviation from this rule is allowed if one member is relatively more proficient in a specific skill (i.e. the member most skilled at UNIX may be assigned to the UNIX portion of a project). However, the member that takes on the increased workload must agree to do so.
2. Project workloads must be outlined and communicated as clearly as possible, preferably written.
3. Members should notify the rest of the group if they are unable to attend the course lecture. Likewise, the other group members are obligated to inform the absent member of what he has missed.
4. Members must make reasonable efforts to attend scheduled group meetings. Except for emergencies, a member should notify the rest of the group at least one hour before the scheduled meeting if he will not be present.
5. Group meetings should be scheduled at least 24 hours in advance to allow members to resolve any schedule conflicts. Meetings scheduled on the same day they are to occur must not conflict with the schedule of any member.
6. A member’s assigned portion of a project must be completed at least 24 hours prior to its due date.

**CONFLICT RESOLUTION**

Group conflicts are to be addressed as follows:

1. All conflicts that do not relate to the course must be dealt with outside of time dedicated to the course (lectures, group meetings, etc.).
2. Conflicts related to the course in any fashion will be handled on a three-tier system:
3. Members should make a legitimate attempt to compromise to reach a solution.
4. If a compromise cannot be reached, the issue will be put to a vote. The majority decision will rule.
5. The minority may appeal the result of the vote to Dr. Mandala or his teaching assistant only on issues of workload distribution or individual effort. The decision of Dr. Mandala or his teaching assistant on the appeal will stand. If a group member cannot accept the result of the appeal, he must speak directly to Dr. Mandala regarding the issue, who will determine the course of action.

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