CIS 320 Team Charter

Our team goals are the ensure that a complete proposal is presented to the client, and that this proposal will be of high quality and in the running for selection by the client. The team goals also include that all required materials of the project are completed in advance, giving more time for quality checks and review. Another goal is to ensure equality in the group, that all opinions are heard and taken into consideration such that the best idea will result from this deliberation. This goal leads to another that the team will always have a unified vision to give the project a consistent forwards path towards completion. The Team will have a designated leader, who will have limited roles including conflict resolution and ensuring that members are participative and communicative.

Meetings for the group will be carried out in a variety of ways. Meetings are scheduled primarily in class, as that is a guaranteed time everyone will be in attendance. The best days in general to ensure that the group’s schedule is open have already been found, so meetings can more easily be scheduled on those days. When meetings are conducted, the most important idea is that everyone will have a voice in the proceedings. Every meeting will be set up with a goal in mind, and meetings will be conducted with that goal as the focus such that by the time the meeting is over the goal will have been accomplished and the members of the group will have a good basis for the work they might have to individually accomplish. Meeting decision will be put into writing, in most cases via a Word document, and this will be sent to the entire group for posterity.

Intra-team communications will primarily be communicated via GroupMe, as it is an easy and reliable way to facilitate messages between our members. In order to communicate with the client and instructor, email will be heavily favored as it will give an electronic record of the correspondence should this come to be required. In any email communication, the entire group should be CC’d onto the email, ensuring that every member will get a record of the communication and have the instruction for their own reference. Such a record will avoid relying on memory for specific instructions on the project, and ensure that everyone will be in on any major correspondence. Should any group member fail to regularly communicate or be a part of group functions, the designated team leader will attempt to contact them, but in case of repeated ignored communications the matter will be presented to the instructor for resolution.

Team decisions are carried out via a majority consensus. Consensus for the decisions is gathered through making sure that everyone in the group has input for the decision, so that every voice will be heard on the matter. From that, the position that has the most support will have to be the taken path. In the case of conflicts about these decisions, discussion can still be had to see if others might be convinced of the change of course. However, all members of the group have agreed to follow the majority decision, even if they might not fully agree with it, to ensure that the group shares the same focus for achieving our end goal. If any major, unresolvable disagreement should occur, the established team leader will make a final decision, and all group member agree to be bound by the leader’s judgement.

The documents required for our assignments will be stored in office online with shared access to the team. This ensures consistency, as there should only be one copy in existence avoiding the problem of multiple versions complicating completing the assignment. This will also be the process for PowerPoints, and whatever other file forms may be required for the project.