**Team Charter - The Team™**

1. Code of Conduct: As a project team, We will:
   1. Work proactively, anticipating potential problems and working to prevent them
   2. Keep other team members informed of information related to the project
   3. Work at least 4 hours per person per week (about 20 hours per week in total)
2. Participant: We will:
   1. Be honest and open during all project activities
   2. Be open to new approaches and consider new ideas
   3. Have one discussion at a time
3. Communication: We will:
   1. Decide as a team on the best way to communicate:
      1. Discord
      2. Emails
4. Problem-Solving: We will:
   1. Encourage everyone to participate in solving problems
   2. Strive to build on each other's idea
   3. Be willing to help each other out with problems
5. Meeting Guidelines: We will:
   1. Have a face-to-face meeting every Friday during the class time
   2. Hold other meetings as needed.
      1. Mondays and Wednesdays during class time
      2. Tuesday meetings at 2:00 PM
      3. Tuesdays and Thursdays after 1:30 PM