Team Charter

Objective for Staging Post 2

Finish staging post 2.

Individual Goals and Strengths

Name	Strengths	Goals for Project (Desired Grade)
JoJo Huczko	Organization, Communication, Prior knowledge on topic	Desired grade = A, want to learn about other perspectives too
Vicky Jung	Organization, Research, Communication	Desired grade: A; Learn more info about sports and its relation to perspectives
Ryan Zhang	Research, prior knowledge, story arc ideas	Desired grade is an A and I want to learn more about this perspectives
Alicia Shin	Research, communication, organization	desired grade = A, learning more about the background
Nate Matthews	Storytelling, athletic experience	If I don't get an A i should drop out

Communication Norms:

We will use our group chat to communicate. When somebody says something in the group chat that requires the entire group's attention, react or respond in the group chat to let the sender know that you received the message.

We will have a When2meet to gage when is a good time to have meetings, but we will finalize meeting times in the group chat or in an earlier meeting.

We also have a Zoom meeting room. This is where we will have team meetings. If you say you are available for a team meeting, show up. If we set a meeting time, and you cannot make the meeting for whatever reason, the group is not responsible for changing the meeting time to accommodate your schedule. The group is free to make decisions about the project without your presence at the meeting.

Work will be done in the Google Doc for Staging Post 2.

Important Links:

Zoom: https://cmu.zoom.us/j/96996944606?pwd=TVdCcCtHM05vbmZCNmZhdlVkd2VvUT09
When2meet: https://www.when2meet.com/?11261548-jaLph
Google Doc:
https://docs.google.com/document/d/1vW8LBeb6j_wjm6FUYJBrv4radwiS6midz5d_-ftyX0E/edit?usp=sharing
GitHub Wiki: https://github.com/vickyjung/Staging-Post-1/wiki

Deadlines and Delegation

Project Outline (Deadline: March 25th)

- ~~Continue to add depth to research~~
    - ~~Possibly look for scholarly articles~~
- Storyboard
    - ~~Come up with a story are~~
    - ~~Need at least 3 different possible story lines~~
    - ~~Pictures~~
    - Story Tree
- ~~Competitive Audit~~
    - ~~Explain our rationale for our favorite storyboard~~
    - ~~Pros and Cons List~~
- ~~Up to date Team Charter~~
- ~~Team Debrief from Staging Post 1/our incorporation of these ideas~~
- ~~Feedback~~
    - ~~Statement of 500 words explaining how we used our feedback.~~
    - ~~Could also be a table with one column for feedback and one column for our incorporation/thoughts~~
    - ~~There are many ways to do this part~~

Plugging into GitHub

- Up to date team charter **VICKY**
    - Upload pdf to a GitHub page on the wiki (or screencaps, whatever is easiest for you)
- Research Section
    - Trans Athlete Section **JOJO**
    - Other perspectives section **ALICIA/RYAN**
        - Allude to the survey we sent out to the coaches as well. Vicky will go into more detail about this later.
- Feedback Section **VICKY**
    - Plug in the chart (pictures would be good?)
    - Add in our survey data (images and comments, possibly the charts too)
- Storyboard Section
    - For this section, we want the description, then the dialogue, then the picture for each scene in that order.
    - Storyboard 1 **ALICIA**
    - Storyboard 2 **VICKY**
    - Storyboard 3 **RYAN**
- Competitive Audit **JOJO**
    - Plug in a picture of the chart
    - Also add the paragraph below the chart

Deadlines/Planning

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
						Meeting to discuss team charter 7
7	8	9	10	11	12	13
	Meeting to discuss storylines 10-11 Storyline ideas due!	Team Charter Due (before class) Gathering Feedback Survey Draft Done	Send Feedback Survey to Coaches			Meeting to discuss storylines A and B further 6-7 Storylines A and B fleshed out!
14	15	16	17	18	19	20
		Meeting to discuss current progress on research and update on Competitive Audit 10:00-10:30			Feedback and Incorporation Statement Due	Meeting to discuss final touches, adding nuance, reviewing everything 5:30-7:00 Research from 2 groups Competitive Audit Storyline C done
21	22	23	24	25	26	27
Start plugging into GitHub NATE-EXTENDED STORYBOARD DEADLINE	Grace Period	Last Meeting to discuss how everything looks in GitHub. FINAL TOUCHES! Everything plugged into GitHub!	Turn in SP 2	Staging Post 2 Due		
28	29	30	31			

Delegation

We will continue to add duties and delegations as the project progresses. Everything in here is subject to change.

Name	Duty	Team Deadlines
JoJo Huczko	~~Come up with 3 possible story lines for our next meeting~~	~~Mon 8th~~
	~~Draft feedback survey to coaches~~	~~Wed 9th~~
	~~Send feedback survey to coaches~~	~~Wed 10th~~
	~~Finish storyline A~~	~~Sat 13th~~
	~~Research~~	
	~~Competitive Audit~~	~~Tue 16th~~
	~~Feedback/Incorporation~~	~~Fri 19th~~
	Finish project	Sun 21st
Vicky Jung	~~Come up with 3 possible story lines for our next meeting~~	~~Mon 8th~~
	~~Finish storyline B~~	~~Sat 13th~~
	Finish Storyline C	Tue 16th
	~~Feedback/Incorporation~~	~~Fri 19th~~
	Finish project	Sun 21st
Ryan Zhang	~~Come up with 3 possible story lines for our next meeting~~	~~Mon 8th~~
	~~Finish Storyline B~~	~~Sat 13th~~
	~~Research~~	
	Finish Storyline C	Tue 16th
	~~Feedback/Incorporation~~	~~Fri 19th~~
	Finish project	Sun 21st
Alicia Shin	~~Come up with 3 possible story lines for our next meeting~~	~~Mon 8th~~

	~~Finish Storyline A~~	~~Sat 13th~~
	~~Research~~	
	~~Competitive Audit~~	~~Tues 16th~~
	~~Feedback/Incorporation~~	~~Fri 19th~~
	Finish project	Sun 21st
Nate Matthews	~~Come up with 3 possible story lines for our next meeting~~	~~Mon 8th~~
	~~Finish Storyline B~~	~~Sat 13th~~
	Research	
	Finish Storyline C	Tue 16th
	~~Feedback/Incorporation~~	~~Fri 19th~~
	Finish project	Sun 21st

Reporting Plan / Trouble-Shooting Guidelines

Late Work

Hopefully nobody will complete their share of the work late. If this does happen, tell the group as quickly as possible and explain why you missed the deadline. If you say you can get work done by a deadline, it is your responsibility to finish the work. If something comes up before your deadline, and you are unable to finish the work, alert the group as soon as possible. We will come up with an alternative plan.

If you tell the team that you cannot finish something, and you tell the group 24 hours in advance, the group will split up the work and complete the work before the deadline. If this happens, or you miss a deadline, you might be expected to add in extra work in the previous section of the project.

We will not set deadlines without consulting the person first. We will decide deadlines over text and over our Zoom meetings.

Poor Quality Work

The group will not accept poorly done work. If poor work is turned in, we will have a zoom meeting to discuss why the work did not meet expectations and what to do about it. Before submitting we will all proof read each others' work and make sure quality is up to par.

Conflict Resolution

We understand that this project subject is inherently political. We all have different views on this topic. If the project is going in a direction that somebody disagrees with, we can have a meeting to discuss

the disagreements. The meeting will be 30 minutes long, and at the end of the meeting, whatever direction is decided will be the direction we stick with.

If an argument begins to take up time in a meeting, the rest of the group should discuss a solution and bring it to the two people arguing. The decision that the rest of the group makes concerning the solution will stand.

Signatures

Initial and date below:

RZ 3/6/2021

JH 3/6/2021

AS 3/6/2021

NM 3/6/2021

VJ 3/6/2021