C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for Team 83**

**Team 83**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Victoria Pham | vpham30@gatech.edu | No Limitations |
| Sanjana Kapur | sanjana.kapur@gatech.edu | Cell is best. |
| Samuel Doss | sdoss7@gatech.edu | No limitations |
| Emily Yates | eyates10@gatech.edu | Cell is best. |
| Evan Nelson | enelson@gatech.edu | No limitations. |
| Member 6 | Contact 6 | Pref 6 |

|  |  |  |
| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Victoria Pham | Time management and organization | Indecisiveness/Too detail-oriented |
| Sanjana Kapur | Creativity | Procrastination |
| Samuel Doss | Decisiveness | Not creative |
| Emily Yates | Time management and Organization | Implementation/coding |
| Evan Nelson | Backend | GUI |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

We want an A and we want to be one of the top five teams chosen by the nonprofit.

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Evan is devil’s advocate and project manager. Samuel will arrange our meetings.

Emily and Sanjana will be frontend. Samuel, Victoria, and Evan will work backend.

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

We want to finish all assignments early. We plan to meet every Wednesday from 11:00am to 1:00pm at minimum. For individual assignments, we will discuss those at our weekly meetings.

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

Generally, we want members to be punctual but if there’s clear communication for tardiness/absence, that’s fine. If an individual cannot finish a task, that should be communicated to the rest of the group as early as possible.

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

An acceptable excuse would be any type of excuse that would also be excusable for missing class.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

The member’s work will be divided amongst the other members and that member will be updated on any new information from team meetings.

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

By Wednesday, every member is expected to turn in a program that compiles that is commented and follows checkstyle guidelines.

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

Every member should be respectful. If a member proposes an idea, the team will consider the idea and come to a consensus about implementing it. Furthermore, we would like all members to voice their concerns.

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

We will be maintaining ZenHub and also creating a time sheet for each task and assignment. For members whose performance is below expectations, we will discuss in team meetings about how to address that and change their assigned roel.