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

**Enter team identifier**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Brian Lee | [blee421@gatech.edu](mailto:blee421@gatech.edu)  678-576-6686 | Emails, WeChat, GroupMe |
| Jay Jaganaath | [Jjaganaath3@gatech.edu](mailto:Jjaganaath3@gatech.edu)  +919818206595 | Emails, WeChat, GroupMe |
| Albert Xing | [Axing6@gatech.edu](mailto:Axing6@gatech.edu)  8139925809 | Emails, WeChat, GroupMe |
| Member 4 | Contact 4 | Pref 4 |
| Member 5 | Contact 5 | Pref 5 |
| 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.** |
| Brian Lee | Visual Design | Mobile development |
| Jay Jaganaath | Experience with IoT | Data Structures |
| Albert Xing | Internship Experience | Visual Design |
| Member 4 | Strength 4 | Weakness 4 |
| Member 5 | Strength 5 | Weakness 5 |
| 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?*

To provide the team with a goal-oriented working environment that isn’t too rigid but is also not too lax.

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.*

Brian – Questioner, agenda

Jay – Morale Officer, Meeting Minutes

Albert – Arrange Meetings, Researcher

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

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

8:30 pm Monday, 8:30 pm Wednesday

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

Must attend every meeting on time (5 min tardiness allowed)

Allowed one late attendance per semester

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

Acceptable: medical issues, exams next day, family emergency

Unacceptable: recreational travel, recreational activities, oversleeping, tardiness.

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)?**

Work is taken up by remaining team members, and as a result, more work is added to team member who missed work.

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?**

Must have a detailed agenda prepared at least 15 min before meeting, annotate progress, make sure to have at least 85% of each sprint’s goal finished

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

At least one innovative idea per meeting, ask for help when needed, be welcoming to change and challenge, be responsible, be frank and brave, don’t be passive aggressive, be straightforward

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?*

One team dinner per sprint, reflection and evaluation of our process after each sprint is completed, use Kanban organization