**“By Default” Group Charter**

Group Contacts:

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By Default

Meetings: Golda Mier Library

Fridays at 10:00 AM starting on 9/16

Duration 1 Hour

The duration of the meetings will change based on work load demands

**Meeting rules:**

Keep digital use (computers, cell phones) pertaining to meeting or group content. Use standard business educate

Missing meetings will only be acceptable if there is prior notice to all other group members that they will not be attending.

All members must be ready to work at 10 AM. (show up on time, be ready to work)

We agree to meet for at least 60 minutes, which can be extended based on the amount of topics needed to be discussed in the meetings.

**Communications:**

Communication between group members will occur mainly via email, otherwise within the team meetings.

**KEY DECISIONS:**

Though out the project, certain key and pivotal decisions must be agreed upon before advancing our projects. We agree to respond to any email sent by the group with the words, “KEY DECISION:” all in caps. Response times to these emails should be as soon as possible but at least within 24 hours.

Communicate with all other group members as soon as possible if the assigned workload becomes too much.

**Group structure:**

All group members will decide the direction of the project.

Ron Zalewski – Take notes of meetings and provide minutes to the group members.

Ian Clark – Agenda for the meetings

**Bylaws**:

All group members are prepared to adapt to the academic workload

A disciplinary log will keep track of who does not show up to team meetings, complete their workload, etc. in the case of any group member having repeated entries on the log, the group will take appropriate action to rectify the situation.

**File Storage/Version Control:**

As a group we have decided to use github for all documents and code.

Zack Resler will be in charge of creating the github account.

**Disciplinary Action:**

We agree to attempt to work it out among group members before hand, if it cannot be solved at the group level as a group we will take it to the TA.

**Workload:**

Rotate the “Team leader” to delegate tasks for the project.

The team leader will delegate the workload first to those who are comfortable doing the tasks, then just delegated accordingly.

All workload will be delegated so that each group member does an equal or close to equal amount of work.

We, the team named “By Default” agree with the Group Charter and will try our best to uphold it.

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