**“By Default” Group Charter**

Group Contacts:

Zachary Resler

[zjresler@uwm.edu](mailto:zjresler@uwm.edu)

Jay Soni

[Jsoni14@gmail.com](mailto:Jsoni14@gmail.com)

Ian Clark

[imclark@uwm.edu](mailto:imclark@uwm.edu)

Damian Kendzior

[dhk@uwm.edu](mailto:dhk@uwm.edu)

Ronald Zalewski

[Ronald.zalewski@gmail.com](mailto:Ronald.zalewski@gmail.com)

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 workload demands

**Meeting rules:**

Failure to adhere to any or all of these rules will result in disciplinary action. See the section on disciplinary action for more details.

1. Keep digital use (computers, cell phones) pertaining to meeting or group content. Use standard business etiquette.
2. Missing meetings will only be acceptable if there is prior notice to all other group members that they will not be attending.
3. All members must be ready to work at 10 AM. (show up on time, be ready to work).
4. 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.

**Group Rules:**

Failure to adhere to any or all of these rules will result in disciplinary action. See the section on disciplinary action for more details.

1. All members must show up to meetings on time and be prepared to work at the time defined in the opening of the charter.
2. All members must complete their work by the deadlines set by the course and/or group.
3. Adhere to all Meeting rules.
4. Be respectful of other group members.

**Communications:**

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

**KEY DECISIONS:**

Throughout 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 must be prepared to adapt to changes in 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. At the first occurrence of a rule being broken (ie. meeting tardiness without a valid excuse\*, not fulfilling deadline agreements without a valid excuse\*, etc.) we will administer an email warning to the offender and ask that they resolve the issue themselves to make sure it does not happen again. Upon the second offense, we will attempt to contact them via email and attempt to sort out the issue as a group. If the offending party makes no attempt to resolve the issue and has repeated their offense an additional time, we will contact the instructor and ask that they intervene in the situation. Punishment given by the instructor is not limited by the content of this charter.

\*A valid excuse is any excuse in which the group has agreed is valid via majority vote prior to or at the time of receiving the excuse.

**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 as a group will need to agree on what can be defined as an “equal amount of work”, since some tasks will be more taxing than others.

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

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