

Team Charter

Purpose: To effectively communicate as professional engineers would in a team while working towards whatever task is at hand. This includes both assigned class work and design projects. Communication is very important as engineers not only to work effectively but also to ensure the best quality project.

Goals:

- Learn to effectively communicate as engineers in a professional environment
- Complete work as a group rather than by yourself.
- Learn how effectively work as a team.
- To learn how to share opinions to help effectively complete the task that has been asked.
- Help each other to grow their skills, whether communication or hands on projects.

Expectations:

1. Everyone does the role which they were asked to do
2. Everyone communicates their ideas
3. Everyone participates in group discussion
4. Everyone takes part and gets everyone involved
5. Be willing to compromise or slightly change ideas
6. Come to class prepared to work

Responsibilities: Each member of the group must take responsibility for their assigned task. This includes fulfilling their duties on time and with quality, while also keeping the rest of the team up to date with their progress.

As a group, we have a strong desire to succeed. In order to achieve success, we must all consistently put our best effort into every assignment and project. If, however, a team member is not contributing their share of the weight, we as a group will suggest a punishment based on the following:

1. The group member must take responsibility for not fulfilling their role, as in informing the group that it was their fault, their reasoning, and taking onus for the problem.
2. The group member then must propose a solution to fix the problem, which the other members must agree with.

3. If the role was not completed to a decided group standard, the group member must accept a percentage deduction of their final grade taken off the project.
4. A significant conflict of interest between members should be brought to the attention of the whole group where it can be discussed. If the problem still is not solved, then the issue (if possible) can be voted on.

As such, a three strike system will be used. This will state that if three violations occur; for missing, overdue, sloppy, subpar work, the instructor will be notified. If the group feels additional action is required, request for removal from the group will be submitted.

*This list of rules also applies to pairs or other “sub groups”, within the Group C Oak.

Team Performance Indicators

-These are used to determine how the group is doing performance wise.

1. Basecamp

- Compared directly to other groups on progress of their projects
- Communication with instructor on due dates and feedback on how the group is doing

2. Intergroup Work

- If other members of the group have a larger amount of work done or have progressed more on the task, this will be used to determine how the rest of the group is doing

Signature

Date
