

ENGL210 Team Charter

Team Members: Farah Ramadan, Hourig Ohanian, Omar Saadeh, Saleh Hussein

Team Goals:

1. Creating a product that will have a positive impact on the environment.
2. Better understanding the needs of the consumers and taking these needs into account when creating the product.
3. Presenting a unique product that does not exist already.
4. Presenting the product in a persuasive and effective way.

Measurable Goals:

1. Meeting all deadlines determined by the instructor and by the team in the task schedule.
2. All drafts are reviewed by at least one other team member before being submitted to Dr. Amy for feedback.
3. Create a product that is deemed useful by at least 4/5 randomly selected people.

Personal Goals:

1. Hourig wants to improve her writing skills and have a productive teamwork experience.
 - The team will help Hourig reach these goals by assigning her a significant amount of writing and giving her feedback on her work whenever possible. This will achieve both of her personal goals. Dr. Amy will also be a great resource for writing feedback.
2. Saleh wants to improve his writing skills and project management skills.
 - Saleh will also be doing a lot of writing this semester. Again, he will be given feedback on his writing from other team members and from Dr. Amy as often as possible. In order to help Saleh develop his project management skills, the team has decided upon an alternating project management role, giving Saleh the chance to be project manager as well as observe others in the same position.
3. Farah wants to improve her computer and visual design skills.
 - Farah will play a large role in creating the visuals for this project. She will get help from others and work on the poster for the project, gaining more experience in computer and visual design skills.
4. Omar wants to improve his writing and editing skills.
 - Omar will be heavily involved in the layered collaborative writing method used. His work will be reviewed by others (improving his writing skills) and he will be reviewing their work as well (improving his editing skills).

Individual Commitment:

1. Farah: I will do whatever I can to get an A.
2. Hourig: I will aim for an A but I would still like to have fun with the project.
3. Saleh: I want to get an A but not at the expense of my MEEN courses.
4. Omar: I want to get an A but my time commitment is limited.
 - In order to ensure that these different levels of commitment do not result in destructive conflict, the team will be following a common task schedule in which work is almost equally distributed (based on a contribution matrix).
 - The limitations in the levels of commitment (e.g. MEEN exams for Omar) are taken into account when creating the task schedule.

Other Information:

Hourig is part of the CHEM-E Car team so she will not be here from October 25th, 2018 to October 30th, 2018.

Communication:

- WhatsApp
 - WhatsApp group with the instructor: This group chat is used to ask Dr. Amy questions and communicate with her about the project.
 - WhatsApp group without the instructor: This group chat is used to avoid spamming Dr. Amy's phone with too many messages. Any long conversations or discussions take place in this group chat.
 - Private chat: The project manager may contact a team member privately on WhatsApp if this member has behaved inappropriately (e.g. said something offensive on the group chat).
- Emails to team members:
 - Team members will be emailed if they miss a deadline or submit inadequate work. This is discussed in more detail later.
 - Team members email their drafts and final copies to Farah, who is responsible for submitting this work to Dr. Amy. This helps avoid duplicate submissions or missed deadlines (if each team member thinks someone else has already submitted the document).
- Emails to instructor:
 - Submissions: The instructor will be emailed drafts and final copies of documents.
 - Meetings: The instructor will be emailed calendar invites for feedback on drafts.

Irreconcilable Differences:

- a. Consensus: Discuss the issue until everyone agrees. If no agreement is established 30 min later, move to (b).
- b. Majority rules: Vote and adopt the majority decision. If the vote is 2-2, move to (c).
- c. Instructor decides: objectively present both sides to Dr. Amy and ask her to decide.

Late Work:

- a. The project manager (alternating) will send an email reminding the team member of the missed deadline immediately after it was missed. The team member will have 24 hours to send in the work or present a reasonable excuse as to why they cannot complete the task assigned.
- b. If the team member still fails to turn in the work, the project manager will notify the instructor of this and ask for advice on how to proceed.

Unacceptable Work:

1. What is unacceptable work?
Unacceptable work is work that is either:
 - a. Incomplete - missing more than 20% of required material
 - b. Incorrect - presents untrue information at any point in the work
 - c. Inadequate (for a final draft) - does not meet the criteria assigned by the instructor
2. How will you know if your work is unacceptable?
 - The project manager will inform you of this through an email within 24 hours of your submission of the work.
3. How much time do you have to produce an acceptable version of the work?
 - Depending on the size of the task and shortcomings, you will have either 24 hours or 48 hours to correct and resubmit the work.
 - The extension will be decided upon by the project manager and will be communicated to you through the email.
 - If the team member still fails to submit the work, the instructor will be notified.