Team Charter: Engagement Rules

Assessing and Managing Project Risk

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**Abstract**

Students are tasked with creating a rules of engagement, and general expectations with team members for the duration of the 8 week course.

**Group 2 Team Charter**

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# **Behavioral Norms & Expectations:**

* We should assume noble intent for each group member. Every group member is accountable for their portion of the work assignment, failure to communicate obstacles in completing assigned sections of the team project will be reflected in peer evaluation.

**Meetings FAQ:**

## **How often should we meet and how long should the meetings last?** Group 2 should have meetings once a week at a time that all group members can attend. In previous courses this meant doing a phone conference using **Campus tools** on Sunday of every week.

* **When is it ok to miss a meeting?** Work travel, vacation, sick, natural disaster, special circumstances outside teammates control.
* **Urgent or Immediate Questions for the Group 2** should be posted inside Campus tools in the Announcements section. It should be expected each team member checks this area at least twice Monday thru Friday.

## **How many meetings can a member miss?** We will not have a set number; team members are encouraged to attend as many team meetings as possible.

# **Performance FAQ**

## **What do we mean by performance?** Completing your assign tasks. Participating in group discussions. Nonperformance is when a group member fails to participate in group discussion; failed to complete assigned tasks. Failed to communicate. These behaviors will lead to low marks on the corresponding section of the peer evaluation form; failure to communicate with team members may lead to an email to the professor.

## **Is late or incomplete work acceptable?** Our assignments are due on Sunday at 11:59 pm; incomplete or late work is unacceptable.

## **How is “quality of work” is defined** as graduate level quality.

* **Pull your weight.** It’s expected that everyone has a full-time job, a family, kids etc, don’t let that be an excuse to why you are not pulling your weight!

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# **Conflict FAQ**

# **How will the team encourage positive/creative conflict and discourage negative/dysfunctional conflict?**

#  By assuming noble intent for each team membereliminates the notion of someone doing the bare minimum to get by**.** Team members should attempt to resolve any conflict in the team by addressing that team member or team directly. One should deal with team members courteously. The communication method during conflict should be email, so both sides responses are documented. If the conflict is still unresolved by the two team members, those team members should decide on mediator within the team to determine the best way to resolve the conflict; or escalate it to the professor.

# **Evaluation of Members**

## Group members will share equally in the group grade unless this section specifies an alternative

## The alternative should provide timely feedback thereby warning delinquent members and providing an opportunity for improvement

## The evaluation should be objective, unbiased, and fair

## The evaluation should be tied to the Behavioral Norms & Expectations section above

# **Decision Making Model**

## All decisions will be reached by consensus.

# **Organization of Meetings**

* Meetings will be held via phone conference in Campus tools, time and day is to be determined.
* Google Docs or Collaboration in Campus Tools will allow team members to create a living document; that can be progressively updated by saving it as a Microsoft Word document with a version number convention. Example: Team\_Charter\_V1
* Meeting notes should be gathered and reposted in the Announcement Section of Campus tools
* Creating Threads in Campus will be used to track decisions and exchange ideas.

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| Group 2 Signature PageBy entering your email and phone you certified you understand and agree to the above terms above |
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**Reference**

Muniz, F (2017) Team Charter Template, Course Materials, Assessing and Managing Project Risk, Embry Riddle Aeronautical University