SENIOR CAPSTONE DESIGN
TEAM CHARTER 2018

PROJECT NAME: BATTLESHIP GAME

TEAM MEMBER NAME:	CONTACT INFO (EMAIL/PHONE)	PREFERRED CONTACT METHOD:
KRISTIN TAYLOR	TAYLORK19@UP.EDU	EMAIL
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MATT WEAVER	WEAVERMA18@UP.EDU	EMAIL
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TEAM MEMBER NAME:	STRENTHS RELATED TO TEAMWORK	WEAKNESSES RELATED TO TEAMWORK
KRISTIN TAYLOR	ORGANIZATION/DELEGATION	CAN LACK CONFIDENCE IN EXPRESSING IDEAS/DOUBTS SELF
MATT WEAVER	PUBLIC SPEAKING	PROCRASTINATION
ERIK TORKELSON	ACCOUNTABLE	TEND TO WORK INDEPENDENTLY

Goals

What are your team's goals for this project? These should relate to the team's performance on the project as well as the processes that the team will follow to complete the project. What are your team's expectations regarding the quality and timeliness of the team's work?

- Complete each aspect of the project in a timely manner.
- Have each team members input/agreement on major decisions related to the project
- Fully completed and functional game.

Roles

Who is responsible for each activity? What roles will each member have? Don't forget to include <u>logistical tasks</u>, such as arranging meetings, preparing agendas and meeting minutes, and team <u>process roles</u>, such as questioning (devil's advocate), ensuring that everyone's opinion is heard, etc.

- Kristin: Fall Team Lead, Meeting Minutes
- Erik: Design Lead, Agenda, Spring Team Lead
- Matt: Webmaster, Budget

Schedule

What are the known deliverables that your team needs to plan for? *Include known due dates & events)*

- Have layout schematic complete by thanksgiving (11 full weeks)
- "finished product" by Founder's day

How often will you meet with your team? Where will you meet? When?

- Two - three times a week minimum, more as needed.
- Possible times: MWF 9:15am – 11:15am, R possibly all day, MW after 7:00pm (will determine more exactly in the fall when we have a better idea of our schedules)
- Meet somewhere in Shiley

How often will you meet with your industry advisor? Where will you meet? When?

- Official meetings once a week
- In advisor's office

Attendance

What are your team's expectations regarding meeting attendance *(being on time, leaving early, missing meetings, etc.)?*

- Be on time
- If there is a conflict let the group know ahead of time

What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?

- For missing a meeting: health issues, personal/family emergencies, slammed/overbooked with other classes
- Not acceptable: unnecessarily procrastinating on other assignments/slacking off
- Tell people with enough time in advance if you think you will miss a deadline so they can pitch in

What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team *(deliverable)?*

- Message the group as soon as they know they have a conflict or may not be able to meet a deadline

Accountability & Teamwork

What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team?

- If you are supposed to bring something to the meeting, make sure you are prepared to the best of your ability
- Meet standard that was set/verbally stated by teams

What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team member contributions? What will your group process rules be (everyone has a voice, active listening, etc.)?

- Everyone should contribute at least once a meeting
- Everyone can speak, members need to be engaged when others are speaking

What methods will be used to keep the team on track? *How will your team ensure that members contribute and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

- Keep the team on track by having weekly updates so everyone is aware of where in the process the project is (each member needs to relay what they have been working on each week)

How will you make decisions in your group? *Consensus? Vote? How will you handle disagreements?*

- Consensus
- If we disagree, we will seek advice from our faculty advisor

Other Rules

What other rules would you like to set for your team?

NA

Commitment

TEAM MEMBER NAME: KRISTIN TAYLOR   **SIGNATURE:**

TEAM MEMBER NAME: MATT WEAVER   **SIGNATURE:**

TEAM MEMBER NAME: ERIK TORKELSON   **SIGNATURE:**