

## ENGL 210 - Team 5 Team Charter

**Team Members:** Meera Jarrar (Team Manager), Abdellatif Hussine, Haya Al-Rewaily, Racha Qaddura

**Date Submitted:** February 23, 2023

### Broad Team Goals:

1. Develop a meaningful solution for a specific problem relevant to our community.
2. Deliver high-quality work in a clear and consistent manner throughout the semester.

### Measurable Team Goals:

1. Achieve an 'A' on all assignments.
2. Meet the deadline for all assignments.
3. Equally distribute tasks in accordance with the capabilities of each member.
4. Work according to the specified rubric by fulfilling all requirements and criteria.

### Personal Goals:

- **Meera:** to improve my time management and public speaking skills.
- **Abdellatif:** to improve my teamwork, critical thinking, and decision making skills.
- **Haya:** to improve my time management, communication, and teamwork skills and get the experience of working on a project before my senior year.
- **Racha:** to improve my writing, problem-solving skills, and critical thinking and to be more responsible for my assigned tasks and roles.

### Individual Commitment:

- **Meera:** I will commit to being a responsible and thorough team manager and member, to stay on top of deadlines to the best of my ability and communicate clearly with my teammates. I will support my team members and work to accommodate any circumstances that may arise.
- **Abdellatif:** to meet the requirements of each assignment, and submit the work before the deadline. In addition, to help my teammates in case someone got busy and couldn't do the task.
- **Haya:** I am willing to put effort into each assignment, submit the tasks on time, and collaborate with all team members.
- **Racha:** to meet the soft deadlines set by the group and put all my effort and commitment towards the projects.

### Other Concerns:

- **Meera:** I am concerned that I may come off as slightly abrasive and that my presentation skills may be lacking.
- **Abdellatif:** I would say presentation is the only thing I am concerned about, I improved a little throughout university, but I still feel that I lack some skills.
- **Haya:** I am worrying about finding enough sources for the project.
- **Racha:** I sometimes get stressed when presenting a powerpoint. Also, I sometimes directly write what's on my mind, which can lead to weak sentences.

### Communication Strategies:

The two primary methods of communication will be:

- WhatsApp: to set meeting times, send reminders of soft and hard deadlines, and ask questions.
- Shared Drive: to keep track of all progress made on shared assignments and leave feedback in real-time.

Moreover, meeting minutes will be recorded every meeting and compiled in the shared drive for reference and to ensure every member remains up-to-date. The members will take turns recording minutes.

**Conflict Resolution:**

If a conflict should occur, any parties involved will be given the chance to present their point of view within a 10-minute window. If a compromise is not reached within that time frame, a vote will be held where the majority wins. If the vote ends in a tie, or a party feels as if they have been treated unjustly, then the issue can be taken to the instructor after 24 hours, in the presence of the entire team.

**Missed Deadlines:**

If a member misses a soft (internal) deadline, they will be reminded of their task and must submit their work within 6 hours. If they fail to do so, the rest of the team will distribute the added work and the project manager will inform the instructor of the member's lack of involvement and responsibility. However, in case a member misses the deadline due to extenuating circumstances (e.g. personal emergency), then they must inform the team prior to the deadline and the team will decide how to proceed on a case-by-case basis.

**Unacceptable Work:**

If a member submits unacceptable work, such as work that:

- Is plagiarized
- Is reused
- Is written by AI
- Does not meet the expectations or criteria
- Does not follow any relevant discussions
- Leaves out vital information

Then the member will be given a warning and explanation by the project manager. If the member does not revise and resubmit their work within 24 hours and before the hard deadline, then the issue will be taken to the instructor, their work will be distributed among the rest of the team, and the instructor will be asked to grade them individually.