

TEAM CHARTER



UNITY

TEAM TWO MEMBERS:

Kevin Le
Brooke Dantzler
Angela Lozano
Menelik Clark
Gilberto Morales
Blake Hirsh

Vision:

Collaborating together in order to develop the right team leadership skills to tackle the challenges of the future.

Mission Statement:

Our mission, as evolving students, is to improve our leadership skills and teamwork to utilize in our professional future. We will work together to reach this goal through effective communication and constant support from one another. In doing so, we aim to earn a high grade at the end of the semester.

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Goals

- I. **Learn, understand, and build strong team leadership skills**
 - a. Develop, agree to, and abide by the charter set for the team
 - b. Attend weekly meetings for better collaboration and build better cohesion as a team
 - c. Assign tasks based on the S.M.A.R.T. goals method to individuals best suited to accomplish the task
 - d. Ensure everyone is doing their part to accomplish the team's goals

Measurements

- Staying on track with the project plan
- Meet a minimum of once a week to review each other's work, provide support to other members, and give feedback through evaluation sheets
- Review overall team performance at least every 2 weeks
- Earning an A on the course projects

- II. **Get to know the team better to build connections that will extend beyond this course**
 - a. Get to know each team member on a personal level
 - b. Be comfortable around each other and be able to openly share thoughts and ideas
 - c. Meeting up to do something other than course assignments

Measurements

- Provide continual support for each other inside and outside of the class
- Have at least one meeting each month to do something other than work on the project
- Communicate with each other and work to resolve any issues with one another within 24 hours

- III. **Rewards**
 - a. Earn an A in the class at the end of the semester
 - b. Gain and build team leadership skills
 - c. Become good friends by the end of the semester
 - d. Meet up to celebrate after the project is over

Member Roles

Member	Role(s)	Responsibilities
Kevin Le	<ul style="list-style-type: none"> • Team Leader • Project Manager 	<ul style="list-style-type: none"> • Define, assign, and ensure team responsibilities • Ensure team collaboration • Ensure timely progress on project
Brooke Dantzler	<ul style="list-style-type: none"> • Scribe • Editor 	<ul style="list-style-type: none"> • Record team decisions and member commitments • Record results of evaluations • Maintain cohesion in submitted deliverables
Menelik Clark	<ul style="list-style-type: none"> • Facilitator 	<ul style="list-style-type: none"> • Ensure team members work together • Maintains team unity • Helps move team member progress on assigned tasks
Gilberto Morales	<ul style="list-style-type: none"> • Coordinator • Graphic Designer 	<ul style="list-style-type: none"> • Coordinate and manage team meetings and agenda • Manage project tasks • Develop graphics and visuals
Angela Lozano	<ul style="list-style-type: none"> • Research Manager 	<ul style="list-style-type: none"> • Gather, organize, and communicate research findings • Coordinate team resources
Blake Hirsh	<ul style="list-style-type: none"> • Time Keeper 	<ul style="list-style-type: none"> • Tracks time set for meeting and agenda items

Ground Rules

Administrative

- Weekly face-to-face meetings will take place after Dr. Evan's TELS 3365 course or at 4:30PM every Wednesday, whichever comes first, in the Technology Annex on the University of Houston campus
- Tardiness to meetings should not be an issue since the meetings are right after class
- Absence from a meeting should be communicated to the entire team at least 48 hours in advance along with all assigned tasks completed by the meeting start time
- Communication will primarily be through TeamMe text messages with work submitted through Google Docs or email and responses to all messages are expected within 24 hours
- Team meetings and agendas will be coordinated by the team coordinator
- Team meetings and agendas will be monitored by either the timekeeper or the coordinator
- Meeting minutes will be documented by the scribe
- Attendance and completion of distributed tasks will be documented at each meeting by the team leader
- Failure to maintain proper communication with the team or excessive absences/tardiness will be noted in the within team peer evaluation at the end of the semester

Tasks

- The team will make decisions through team consensus
- If a team consensus cannot be reached after 3 attempts at negotiation/compromise, then a majority vote will take place
- All discussions will be open and every team member is expected to participate and provide input
- All team members are expected to do their part in the project
- If a disagreement arises, then the disagreement will be addressed by involved members in a respectful manner
- Team discussions should stay on topic during the course of the meeting
- Tasks and responsibilities will be completed and checked by other team members on a weekly basis

Interpersonal

- Members will treat each other with trust and respect regardless of disputes to maintain the cohesion and momentum of the team

- Listen to other's input and consider all ideas because this is a collaborative effort
- All issues with other team members are expected to be addressed immediately and resolved within 24 hours
- Concerns regarding the project, member performance, or member relations should be presented to the team immediately
- All members will be treated equally
- Team unity is the key to our success and it takes all of us to accomplish this
- Issues deemed as high priority will be forwarded to the sponsor, Dr. Evans

Team Work Plan

Task ID	Task
1	Initial team meeting
2	Recurring team meeting
3	Google docs set-up
4	Team charter rough draft
5	Team charter
6	Recurring team meeting
7	Team progress report on team project
8	Team report on team dynamics
9	Mid-semester progress report draft
10	Mid-semester progress report
11	Recurring team meeting
12	Key factors on team project
13	Compare and document team dynamics
14	Brief individual research and recurring team meetings
15	Title, content, references page
16	Team project
17	Team dynamics
18	Recurring team meeting
19	Final report draft
20	Final team report
21	Within team peer evaluation

Task ID	Task Name	% Complete	Start	Finish	Resources
1	Team Project	25%	25-Jan	26-Apr	Collective Team
1.1	Initial team meeting	0%	25-Jan	25-Jan	Collective Team
5	Team Charter	100%	1-Feb	15-Feb	Collective Team
5.1	Cover Page and Mission Statement	100%	1-Feb	1-Feb	Collective Team
5.2	Content and Goals	100%	1-Feb	8-Feb	Collective Team
5.3	Roles and Ground Rules	100%	1-Feb	8-Feb	Collective Team
5.4	Team Workflow and Work Plan	100%	1-Feb	8-Feb	Collective Team
5.5	All Forms	100%	1-Feb	13-Feb	Collective Team
10	Mid-Semester Team Progress	0%	15-Feb	1-Mar	Collective Team
10.1	Team Progress draft	0%	15-Feb	22-Feb	Collective Team
10.2	Team Dynamic draft	0%	15-Feb	22-Feb	Collective Team
15	Title, Content, and Reference	0%	1-Mar	29-Mar	Collective Team
15.1	Title Page	0%	1-Mar	1-Mar	Collective Team
15.2	Content Page	0%	1-Mar	29-Mar	Collective Team

15.3	Reference Page finalized	0%	1-Mar	29-Mar	Collective Team
16	Team Project	0%	1-Mar	12-Apr	Collective Team
17	Team Dynamics	0%	29-Mar	19-Apr	Collective Team
20	Final Team Report	0%	19-Apr	26-Apr	Collective Team
20.1	Team Project	0%	19-Apr	26-Apr	Collective Team
20.2	Team Dynamic	0%	19-Apr	26-Apr	Collective Team
21	Within-Team Evaluation	0%	26-Apr	26-Apr	Individual Members

Team Meeting Forms

Meeting Agenda Form



UNITY MEETING AGENDA

DATE:

TIME:

PLACE:

ATTENDEES:

AGENDA

Last Meeting Follow-up


New Business

NOTES

GOALS

NEXT WEEK'S GOALS


Meeting Minutes Form

 <h2 style="margin: 0;">UNITY MEETING MINUTES</h2>		
<p>Date: Time: Venue:</p>		
Meeting called by:		Type of meeting:
Facilitator:		
Timekeeper:		
Attendees:		
Please bring:		
<h3>Agenda Topics</h3>		
<h3>Minutes</h3>		
<p>Proceeding</p>		
Action items:	Person responsible:	Deadlines:

Team Evaluation Forms

Meeting Evaluation Form

Please rate the following questions based on your observations.

 UNITY MEETING EVALUATION FORM		Strongly Disagree	Disagree	Slightly Disagree	Neutral	Slightly Agree	Agree	Strongly Agree
1	During the meeting, the objectives for all agenda items were accomplished.							
2	The meeting and agenda items focused on the team's mission and goals.							
3	Team members display the interpersonal skills necessary to achieve excellence while working with others.							
4	All team members shared their opinions and gave constructive feedback to the topics we discussed.							
5	Team members freely expressed their real views.							
6	All members value and support each other's ideas.							
7	The ideas and opinions of all members are heard.							
8	Each team member performed their assigned roles well.							
9	All members keep promises and complete their tasks on schedule.							
10	All members are involved in the decisions the team has to make.							
11	The meeting time was productive and well spent.							
12	The overall effectiveness of the meeting was beneficial to our development as a team.							

Analysis of Team Effectiveness

Goals and Direction

No clear idea of direction, confusion on Goals			Neutral				Purpose and direction very well understood		
1	2	3	4	5	6	7	8	9	10

Lack of agreement on goals, different directions in group			Neutral				Strong agreement on goals, common direction accepted		
1	2	3	4	5	6	7	8	9	10

Climate of Group Atmosphere

Oppressive, don't want to be part of group, negative atmosphere			Neutral				Exciting, congenial and people look forward to group		
1	2	3	4	5	6	7	8	9	10

Trust Factors

Very low trust, highly suspicious attitudes			Neutral				High trust, acceptance of each other		
1	2	3	4	5	6	7	8	9	10

Communication

Very closed, secretive guarded and cautious			Neutral				Open, sharing, valid information shared		
1	2	3	4	5	6	7	8	9	10

No one listens, can't hear anyone but self			Neutral				Active listening and high interest in what others are saying		
1	2	3	4	5	6	7	8	9	10

Analysis of Team Effectiveness (Continued)

Conflict

Not dealt with openly, repressed, under-the-table			Neutral				Open discussion and managed in order to use it to help group		
1	2	3	4	5	6	7	8	9	10

Resources

Time and material resources not used well, wasted and not managed			Neutral				Managed time and other resources well in order to get job done		
1	2	3	4	5	6	7	8	9	10

Member's Contribution

No one felt they worked well or contributed			Neutral				Individuals felt like they gave it their all		
1	2	3	4	5	6	7	8	9	10


Control and Structure

No control just chaos, no agreed or accepted structure			Neutral				Internal controls worked well, structure very appropriate		
1	2	3	4	5	6	7	8	9	10

Goal Accomplishments

We don't get anything done we want to do			Neutral				All of our goals were met		
1	2	3	4	5	6	7	8	9	10

Group Member Evaluation

	Never	Seldom	Often	Always
Task-Oriented Behaviors: In a group, I ...				
Initiated ideas or actions.				
Facilitate the introduction of facts and information.				
Clarify issues.				
Evaluate.				
Summarize and pull together various ideas.				
Keep the group working on the task.				
Ask to see if the group is near a decision (take consensus).				
Request further information.				
Relations-oriented behaviors: In a group, I ...				
Support and encourage others.				
Reduce tensions.				
Harmonize (keep the peace).				
Compromise (find common ground).				
Encourage participation.				
Self-oriented behaviors: In a group, I ...				
Express hostility.				
Seek recognition.				
Avoid involvement.				
Dominate the group.				
Nitpick.				

We will use these 3 survey tools to evaluate the performance of the team members and the effectiveness of our meetings. We will conduct these evaluations at least every other week and compare the results at the end of the project and evaluate how each of us work together as a team and what type of team members we should look for when working with others.

UNITY COMMITMENT AGREEMENT

As a team member of Unity, I agree that I have

- I. I participated in formulating the rules, norms, and procedures as stated in this contract.
- II. I understand that I am expected to abide by these terms and conditions and will do my best to uphold them.
- III. I understand that if I do not abide by these rules and norms, I will accept the penalties bestowed upon me from the within team peer evaluation.

X _____ date _____
Kevin Le

X _____ date _____
Brooke Dantzler

X _____ date _____
Menelik Clark

X _____ date _____
Angela Lozano

X _____ date _____
Gilberto Morales

X _____ date _____
Blake Hirsh

Approved and Sponsored by:

X _____ date _____
Dr. Gerald S. Evans