Team Charters

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Team Charters

- Due date for Charters Monday, March 12
- Purpose of Team Charter
- Outline of Typical Charter
- Example Charters
Purpose of Team Charters

• Team Charter is a contract and social compact for the team
• Everybody agrees and signs
• Sets out the fundamentals of the project and how the team will relate to each other
  – What the project is
  – Who the team is
  – How they will work together to accomplish the project – teamwork norms and rules
Outline of Typical Charter (≈ 6 pages)

• Team Members and Contact Information

• Mission statement (sentence or two)

• Project description (paragraph)

• Division of Labor (in considerable detail – page or two)
Overview

Mission Statement

To create a small group of robots that will move cooperatively and in unison from one point to another and efficiently organize to line up in preparation to link together.

Description

Using multiple simple robots to accomplish a task has the advantage of parallelization, redundancy, and reduced cost. Our goal is to create a minimum of two miniature robots (about 4 inches cubed in size) that will cooperatively work together to move from one location to another. Additionally, when a trigger is sent, the robots will efficiently line up in a manner that would allow them to easily link together.
Charter Outline (cont.)

- Code of Conduct
  - Meetings
  - Time commitments
  - Norms of interaction
- Budget control
- Documentation management
- Team member reviews (as needed)
- Termination policy
- Method of amendment
- Signature page
Route to a Good Charter

- Team member or two draft a candidate charter after reviewing charter examples under project archive on SDP
- Entire team meets to review draft and discuss changes
- Changes are implemented in a new draft
- Entire team meets to review new draft and discuss changes
- Team signs charter and turns it in by email on March 12 noon