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12/16

Team Charter

BCMU 301 8:30

Charissa Chin, Chieh-Ni Huang (Louise), Gyuwon Lee (Kate), Minh Le, Roseanne Athappilly, YeGee Kim

The document below is an agreement among the six board of directors of an undisclosed company. It clearly states the ambitions we have and wish to achieve. It also states the norms that all members of the board will adhere to. This document was written so that all meetings and activities will be performed to the best of the abilities of the members.

Goals: The 5 C's

- Cooperate to perform exceptionally on all assignments
- Continually improve to fulfill our highest potential
- Conduct efficient team meetings by encouraging participation
- Create a comfortable environment by supporting and respecting each member and his or her views
- Care for each other by actively accessing and regulating the emotional intelligence of each member, the group, and those outside our group

Meeting Norms

We will set a time to have group meetings every week and these meetings will be organized and led by a group leader, whom we will take turns in being.

- We will meet every Thursday from 3:30 pm to 5:30 pm in Paccar Hall.
- We expect all team members to come on time and prepared for the meeting.
- We will rotate leadership every week.
The order for this will be: Charissa & Roseanne → Louise → Kate → YeGee → Minh.
- We will evaluate ourselves by using the Snap Cup at the beginning of every meeting.

Working Norms

We strive to have efficient team meetings and produce high quality work. In order to do so, all team members should adhere to the following norms:

- Assignments are unofficially due two days prior to the official deadline.
- We will equally distribute the work. After everyone finishes his or her part, we will come together to review them and produce a final work.
- The leader will serve as a mediator in cases of conflict.
- When there are differences of opinion, each party will have five minutes to defend its side and persuade the rest of the group. Then, we will vote.

Leadership Norms

We will rotate leadership to position for fair work distribution and equal opportunity for each member. Each week, the leader will be responsible for:

- Reserving a meeting room in Paccar Hall and informing the team about the location.
- Bringing a laptop to take notes and sending the notes out to other team members.
- Assigning work to team members such that no one is doing more or less than other members.
- Making sure the team is following the agenda, achieving its objectives and meeting all the deadlines.

Communication Norms

We stress on having strong communication between team members as that is key in having a successful group experience.

- All members will make sure to reply to text messages and e-mails.
- We will send detailed information by e-mail.
- Reminders and emergency issues will be sent through text messages.
- "Snap Cup": A way to express feelings by writing them down anonymously on paper. The leader will read them aloud at the beginning of each meeting.

Consideration Norms

We believe it is important to respect each and every person in the group.

- When talking to each other, we will be considerate of others.
- We will limit the amount of swearing.
- We will not leave the room to answer a phone call or check text messages while others are talking.
- We will respect each other's background, culture, and beliefs.


Continuous Improvement norms

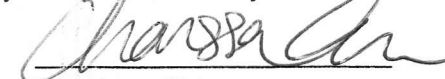
At the beginning of every meeting, we will discuss the previous week to work more efficiently the next week and boost our overall performance. Questions to be discussed include:

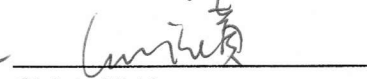
- Was the week efficiently utilized?
- Did each team member contribute equally?
- What worked in terms of group cooperation?
- How can we improve for the next week?

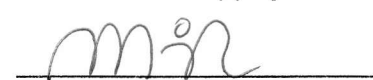
By the signing of the document we, the signers, do fully intend to adhere to the norms and goals set out.

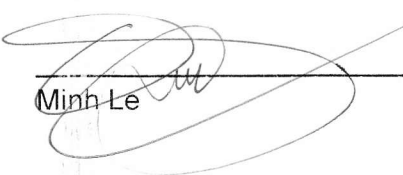
Signed on the Twenty-Fifth day of October in the year Two-Thousand Eleven by:



Roseanne Athappilly


Charissa Chin


Chieh-Ni Huang


Gyuwon Lee


Minh Le


YeGee Kim