

Team Charter

Broad Team Goals

- Design a brochure that attracts and satisfies the audience
- Have an organized and developed memo analyzing key design features of our brochure

Measurable Team Goals

- Meet all of the group task schedule and in class deadlines
- Fulfill the requirements outlined in the rubric

Personal Goals

- Joan - improve editing and computer skills
- Skylar - improve media and design skills
- Jerry - improve writing speed and management skills
- All - Time management and equal distribution of workload

Individual Commitment

- All members are to put in maximal available effort and time to achieve the best brochure and memo possible
- Project Manager: Jerry Smith

Methods for Communicating

- Will use email for distributing task schedule, agenda and meeting minutes
- Shorter communications will be over text message
- Project documents will be drafted and revised using Google Docs Concerns

Concerns

- Commitments outside of this project: class, work, and involvement in organizations
- Unexpected assignments in other courses and/or work schedule conflicts

Conflict Resolution

- First, attempt to meet and discuss the conflict. Attempt to reach a compromise.
- Contact and meet with the instructor

Missed Deadlines

- The member who missed the deadline will be contacted and will have twenty-four hours to submit an acceptable and completed assignment to the group.
- If they fail to do this they will be contacted again, the instructor will be informed