Team Charter

This team charter serves as our guiding document, outlining the principles and rules that will shape our interactions and contributions during the coming projects.

Guiding Principles

- **Time Related Guidelines**
  When will the group meet?
  If something is hindering you from showing up to school, make sure to let the team know on time. The baseline for meetings is daily, however, if something unexpected happens, then make sure to follow the agreement above.

  How do we set up deadlines within our project?
  Deadlines are discussed and set at the beginning of the week → Monday morning.

  How do we remind ourselves to stick to the planning we create?
  Remind each other of deadlines if you notice someone's stuck or falling behind in their task. → Figure out a solution together to prevent falling behind with the project entirely.

- **Decision Making Related Guidelines**
  How do we decide who makes what in a way that balances the workload and learning outcome content for each team member?
  If absent, you will not (initially) be included in the decisions made that day unless open to live communication. → If you already had a task beforehand or during, you are expected to keep working on that task until it's finished. → Done with that? Ask the team if there's any other tasks you might be able to work on.

  How do we decide what good decisions are for our project/How do we make strong decisions that each team member (at least somewhat) agrees with?
  If the majority of the team agrees with the decision, online or offline, the decision is confirmed/set in motion.

  If present, you are expected to participate in decision-making "meetings". (Monday 9-10 AM)
  → Present also means online and active in WhatsApp or in Teams.

- **Participation Related Guidelines**
  How do we ensure everyone shows equal participation and contribution to the project?
  Clear communication is key, this also counts as active participation, as this will keep you updated and makes sure you're not dealing with a too big workload.

  How are we going to keep everybody up-to-date to ensure active participation?
  By using Trello, and checking this in the morning, everyone is up-to-date in their respective tasks → Ties into the meeting on Monday morning, 10 A.M.

  How do we keep everyone motivated to keep working on the project?
  To ensure a fun and not too serious team dynamic, we make sure to take breaks and keep ourselves from getting too stressed about our tasks/workload.

- **Expectations Related Guidelines**
  How do we create a baseline for expectations within the group?
  Everybody is expected to adhere to the team charter, to take their work seriously and to finish their work on set deadlines.

  What do we expect the quality of our work to be?
  if the delivered work is not up to the standard of the rest of the previously delivered work, a feedback session will be held to improve the quality of the work.

  What do we expect from the group in terms of communication?
  You are expected to keep open communication, to talk out anything that might be bothering you (in a professional manner) and to be at school as much as possible to make sure the communication is as clear as possible.

- **Consequences Related Guidelines**

What happens if a deadline is not met?

If deadlines are not met on time and someone else takes over the task, the group member who originally had the task is no longer allowed to use it for proof in their portfolio.

1. Warning → Unable to
2. warning → Teachers involved → conversation on how to proceed, with consequences tied to future performance (this could be a contract)

What if you decide to take on another task (possibly without discussing)?

When roles have been divided, if you decide to take up more tasks than you have originally been assigned to (without discussing) it should not interfere with the quality of your original assigned task. → severity is based on majority vote (strike or warning).

Guidelines regarding General Start-Up sessions

There better be a damn good reason for you not to attend! Each start-up missed without a good reason will result in one (1) strike.

Three strikes = FOOD

Code of Conduct:

All team members are expected to adhere to the guidelines outlined in this charter. Failure to comply may result in warnings, talks with teachers and potentially removing you from the group to maintain a positive and productive team dynamic.