

# Team Organization Charter

## Team Goals

1. Develop a user-friendly hands-free device that is both straightforward in operation and requires minimal maintenance.
2. Utilize sustainable designs and materials to create an environmentally-friendly product.
3. Develop a product that achieves a positive reception with our target audience.
4. Aim to create a project that serves as a valuable addition to each team member's portfolio.
5. Cultivate a positive work environment conducive to building meaningful connections.
6. Working together efficiently as a team and communicating effectively so we can be prepared to work in real world situations with people in a work environment.
7. Create a working environment where not only are we comfortable asking each other for help but where we are also able to learn from each other.

## Product Mission Statement

The mission of our product is to provide a user friendly device that makes life easier for those that are handicapped.

### Communication Channels

The **Table 1** below outlines the various ways information is exchanged and interactions occur within a given context.

| Name                | First Choice of Communication | Second Choice of Communication | Third Choice of Communication |
|---------------------|-------------------------------|--------------------------------|-------------------------------|
| Joaquin Jimenez     | Text Message                  | Discord                        | Email                         |
| Abner Oaxaca        | Text Message                  | Discord                        | Email                         |
| Panagiotis Levendis | Text Message                  | Discord                        | Email                         |
| Enyinnaya Onyenso   | Text Message                  | Discord                        | Email                         |

**Table 1:** Team Members Communication Modes

## Communication Procedures

We will communicate via Text Message, Discord, Email. Text messages would be to communicate faster and quick questions (e.g., "where are we at with the assignment?", "We should meet this day?"). With Discord we would like to make a call/video meeting for any team

assignment/project stuff, share ideas, even help with homework, etc. And email will be a last resort of communication.

Handling instructor correspondence will be a shared responsibility within the team. We will designate a point of contact for direct communication with the instructor, ensuring a streamlined and consistent approach. Updates and relevant information will be promptly communicated back to the group through regular team meetings or a designated communication channel to keep everyone informed and aligned.

## Meeting Schedule

**Table 2** insights into the availability of each team member and the time everyone can meet.

| Time                                  | Sunday | Monday       | Tuesday  | Wednesday | Thursday | Friday | Saturday | People              | Abbreviation | Email            | Phone      |
|---------------------------------------|--------|--------------|----------|-----------|----------|--------|----------|---------------------|--------------|------------------|------------|
| 8:00 AM                               |        | J,P          |          |           |          | P      |          | Joaquin Jimenez     | J            | jejimen6@asu.edu | 5202518156 |
| 9:00 AM                               |        | J,P          |          |           |          | P      |          | Abner Oaxaca        | A            | aoaxaca1@asu.edu | 6237605627 |
| 10:00 AM                              |        | J,P          |          | P         |          | P      |          | Enyinnaya Onyenso   | E            | eonyenso@asu.edu | 4805698242 |
| 11:00 AM                              |        | J            |          |           |          | PA     |          | Panagiotis Levendis | P            | plevendi@asu.edu | 6028129929 |
| 12:00 PM                              |        | J            | J,E      |           | E        | P,A,E  | E        |                     |              |                  |            |
| 1:00 PM                               |        | J            | J        |           |          | P,A,E  | E        |                     |              |                  |            |
| 2:00 PM                               |        | J            | J        |           |          | P,A,E  | E        |                     |              |                  |            |
| 3:00 PM                               |        |              | J, A,P   |           |          | E      |          |                     |              |                  |            |
| 4:00 PM                               |        |              | J, A,P,E | A         | A        | E      |          |                     |              |                  |            |
| 5:00 PM                               |        | J, A,P,E     | J, A,P,E | J, A,P,E  | A,E      | E      |          |                     |              |                  |            |
| 6:00 PM                               |        | J, A         | A,E      | J, A      | A,E      | E      | E        |                     |              |                  |            |
| 7:00 PM                               |        | A            | A        | A         | A        |        |          |                     |              |                  |            |
| 8:00 PM                               |        | A            | A        | A         | A        |        |          |                     |              |                  |            |
| 9:00 PM                               |        | A            |          | A         |          |        |          |                     |              |                  |            |
| <b>Methods of Group Communication</b> |        |              |          |           |          |        |          |                     |              |                  |            |
|                                       | 1      | Text Message |          |           |          |        |          |                     |              |                  |            |
|                                       | 2      | Discord      |          |           |          |        |          |                     |              |                  |            |
|                                       | 3      | Email        |          |           |          |        |          |                     |              |                  |            |

**Table 2:** Team’s Availability and Contact Information

## Meeting Coordination

The group plans to utilize a shared calendar as a method of coordination. Weekly reminders and updates will be communicated to the team to address any necessary accommodations. Additionally, the group prefers to conduct Discord calls for discussions.

## Roles and Responsibilities

**Table 3** Identifies the role and responsibilities each team member is going to meet.

| Roles                               | Duties                               |
|-------------------------------------|--------------------------------------|
| Meeting Leader: Panagiotis Levendis | Schedules team meetings, creates and |

|                                    |   |
|------------------------------------|---|
|                                    | distributes an agenda for each meeting, and runs each meeting   |
| Meeting Recorder: Joaquin Jimenez  | Takes minutes of each team meeting, including attendance, and records action items and to whom they are assigned                          |
| Assignment Leader: Abner Oaxaca    | Coordinates the team's work on a given assignment to Canvas before the due date   |
| Project Monitor: Enyinnaya Onyenso | Tracks the team's progress relative to the project schedule (Gantt chart) and keeps team members apprised of deadlines and project status |

**Table 3:** Project Roles and Duties

- As a team we will decide if project roles need to be changed after each checkpoint.
- We will decide who is assigned to each role depending on individual experiences and technical knowledge, for the best assignment requirements.
- Checking in on each other to make sure everyone is making progress and understands the assignments and project.
- We will be able to identify any role or responsibility changes based on communication, if anyone is struggling with a specific responsibility we will try to help as a team but if we need to adjust we will try to distribute work evenly between group members.
- Team activities and milestones will be tracked using the assignments and checkpoints as larger beacons of progress, while internal milestones and goals will be checked through our communication routes.
- We will assign technical responsibilities by who has the most knowledge and experience with the task, otherwise by volunteering.

## Team Coordination and Accountability

Send a text message to the group to confirm that the task is nearing completion, ensuring that everyone is aware. Encourage peer checking or double-checking to catch any potential omissions. It is crucial to verify that each team member possesses the necessary knowledge and skills for their respective assignments. In case of any gaps, foster discussions among team members to enhance, support, and adjust task assignments as needed, optimizing the collective capabilities of the team. After an assignment is graded, share the received feedback with others

and engage in discussions on areas of improvement, reflecting on what could have been done differently to enhance future assignments.

Ensuring improvement in the future hinges on addressing any missed contributions, assignments, or actions; holding team members accountable to the expectations in the charter is paramount for maintaining a high standard of performance. Early recognition of underperforming team members allows for focused collaborative efforts to facilitate improvement.

## Conflict Recognition and Resolution

As a team, we will proactively address differences of opinion by openly recognizing and acknowledging disagreements, understanding that controversy is a normal aspect of collaboration. Additionally, we commit to preventing conflicts of interest by clarifying project roles and responsibilities, resolving any conflicts internally, and establishing clear criteria for escalating issues to the instructor when necessary.

## Signatures

*Panagiotis Levendis*

*Abner Oaxaca*

*Enyinnaya Onyenso*

*Joaquin Jimenez*