

Sophomore Clinic Team Charter

Now that the design teams have been assigned, each team needs to develop a Team Charter. The Team Charter is an agreement among the team members about how to handle various aspects of team business and operation.

A copy of the Team Charter, signed by all members of the team, must be turned in to me by the next class period. Keep a copy for yourselves, post all information on the front page of your Team Wiki, and provide a link to a PDF version. The Team Charter may be used for resolving team differences and in evaluating participation and professionalism.

Matters to be addressed in the Team Charter include, but are not limited to, the following:

- Scheduling of team meetings
- Handling absences from class or from team meetings, missed deadlines, or incomplete work
- Conducting team meetings
- Typing and other issues relating to team-written documents
- A statement indicating that it is understood that all members of the team are responsible for updating the Team Wiki
- Assigning and rotating of roles (other than Wiki Updater)
- Notifying other team members of lateness, absence, or extenuating circumstances
- Revising the charter if necessary

Team Assessment

One mandatory element of your Charter is a section assessing the team's skills and talents. For each team member note any areas of expertise or interest (statics, machining or relevant mechanical experience, AutoCAD or SolidWorks, and so on). In a brief paragraph, give an assessment of the team and how you plan to optimize the available abilities.

The most effective teams, however, do not create roles that exist in a vacuum. In other words, when teams are too segmented into their roles, important communication is lost (as we saw in the Challenger essays). In this section, then, I would like to speculate as to how you can ensure that each team member has at least a rudimentary understanding of the ideas behind the practices used by each team member. For example, how are you going to ensure that team members who have not taken Statics have an understanding of the processes that are being used in completing the statics-related portions of the assignment? Be as detailed as possible with this—don't just write, "We will discuss everything." Really think about active ways in which you can involve all group members in understanding all aspects of the project.

Mission Statement

Team charters can include mission statements and other declarations of purpose and scope. For your charter, these are optional since your task is already defined. If the team wishes to set personal goals beyond this task, you can include these kinds of statements.

Wiki Addresses

Team 1 <http://sc-f08-wt-s6-t1.pbwiki.com/>

Team 2 <http://sc-f08-wt-s6-t2.pbwiki.com/>

Team 3 <http://sc-f08-wt-s6-t3.pbwiki.com/>

Team 4 <http://sc-f08-wt-s6-t4.pbwiki.com/>