Team Charter

Media S2 Group Project

Group: #M2-2

Class: Media-2

Date: 24/03/2025

Group Members

1. **Name:** Radu Ghimp
   Email: radughimp2005@gmail.com
   Phone number: +31610422428
   Strengths: Research, open-minded, communicative.
   Weaknesses: May have burn-outs if doing too much, Lazy.

2. **Name:** Mitch van Heeswijk
   Email: mitchvanheesijk@outlook.com
   Phone number: +31627221045
   Strengths: Coding, Communicating, Planning
   Weaknesses: Doesn't like people,

3. **Name:** Michal Marcinkowski
   Email: michal.kaylan@gmail.com
   Phone number: +31 6 17247423
   Strengths: Design, Creative, Open for suggestions, Researching
   Weaknesses: Planning

4. **Name:** Finn Schoenmakers
   Email: fischoenmakers@gmail.com
   Phone number: +31 6 25226665
   Strengths: Good listener, Teamwork, Think along.
   Weaknesses: Planning, Perfectionist.

5. **Name:** Damian Mattheeuw
   Email: 524795@student.fontys.nl
   Phone number: +31616456982
   Strengths: Creative, communicative.
   Weaknesses: Lazy, procrastinator.

Time:

When do we meet?
- Every schoolday, together at table
- At the end of each sprint (retrospective)

Meeting start times:
- During class: 9:00 – 9:30

Meeting end times:

- During class: End of day (14:00-16:00)

Listening:

Encourage listening by
- Avoiding social media usage
- Participate during meetings
- Focus on the meetings when present

Discourage interrupting by
- Allowing someone to present their idea completely, before commenting
- Not interrupting someone while they're speaking

Confidentiality:
Everything will be open within our group meetings, there aren't any major restrictions.

Decision Making:

We will make decisions by:

1. Getting everyone's opinion on the subject
2. Recording key takeaways from meetings to help make a decision.
3. Coming to an agreement on those opinions / takeaways

Votes needed to pass a decision
- Majority vote

We deal with conflict by

- Compromising when possible
- Hearing out all sides of the conflict
- Discussing the conflict in a professional manner
- Expressing conflict with ideas, not individuals

Participation:

We will ensure everyone's participation by
- Sharing individual progress during the meetings
- Being open to helping one another if they get stuck

Attendance Policy
- Inform group members in advance if you won't make it

Deal with missing members
- Join online if they're not physically available.

Expectations:

Behavior expected from peers:

- Work hard
- Be professional
- Take healthy breaks
- Ask for help if needed
- Speak English during group talks

Phone policy:

- Avoid usage unless relevant / necessary
- Set phone to silent during meetings

Feedback

Feedback how:

- Bring it up in group channel
- Be direct in the feedback you give
- Be constructive, don't just criticize
- Be open to receiving feedback at all times

Feedback when:

- During group meetings
- In the moment, if you notice a change that requires feedback.

Roles:

Role division:

1. Based on individual's strengths/weaknesses
2. Based on workload

General Correction Policy:

If a team member doesn't abide by the agreements, the other members will reach out.

If a problem persists or no response is given, let the teachers know.