

# Charter

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## Team Gubernator

Diane Ferguson, Sam Hafen, Andrew Heiss

MENSURA GUBERNIS ORBIS

PMGT 630 Section 2 | January 13, 2011

## Goals

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### Quality

Each member of Team Gubernator needs to be proud of all assignments submitted by the team. More specifically, all team members must feel that they have contributed everything they feasibly can to the success of the project and can explain each element of the project to external parties.

### Unity

Each member of Team Gubernator needs to be a valued member of the team. No member should feel that he or she is worth less to the team than any other member, nor that his or her ideas are being considered with less thoughtfulness or weight than any other member's.

## Roles

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### Permanent Positions

Each team member will be assigned permanent, semester-long responsibilities:

- **Professor Liaison** (Sam Hafen): Coordinate team research efforts with Dr. Walters and ensure that we continually meet his expectations
- **Technology Guy** (Andrew Heiss): Maintain database of all statistical data collected by team; create polished final designs and layouts of every team deliverable
- **Paper Wizard** (Diane Ferguson): Maintain a database of all academic research collected by team; compile final research paper

### Rotating Positions

Additionally, specific team responsibilities will be shared by each member of the team on a two-week rotating basis. There will be three rotating roles rotating according to the schedule given below.

- **Leader**: conduct all team meetings; ensure that meetings are productive and adhere to PAL standards; keep meetings on track
- **Scheduler**: create meeting agendas and submit them to Jaclyn Hutchins at least 24 hours in advance of the meeting; schedule a team study room for each meeting
- **Note keeper**: keep detailed minutes of meeting proceedings

Date	Leader	Scheduler	Note keeper
January 17–29	Sam	Andrew	Diane
January 31–February 12	Diane	Sam	Andrew
February 14–26	Andrew	Diane	Sam
February 28–March 12	Sam	Andrew	Diane
March 14–March 26	Diane	Sam	Andrew
March 28–April 9	Andrew	Diane	Sam
April 11–23	Sam	Andrew	Diane

# Rules and Terms of Membership

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## Celebrate Small Victories

At least once a month, or after the completion of a major step in the research and writing process, we will celebrate our progress with delicious baked goods during a team meeting.

## Communication and Collaboration

- Each team member is expected to communicate consistently with the team.
- The team will use Google Docs as a central information and collaboration hub.
- Each team member must submit brief summaries of their individual research to the Paper Wizard and submit relevant data analysis to the Technology Guy.

## Criticism

Should a team member be caught criticizing another team member, the offender will perform an act of service for said victim by the end of the following week. The service will be to the discretion of the team member offended.

## Punctuality and Tardiness

Each team member is expected to be on time for all team activities. Three tardies (more than five minutes late to a meeting) constitute one offense.

## Process for Administering Corrective Measures

If any team member arrives to a meeting without having his or her work completed, or lacking substantial proof of genuine attempt, they will endure the following corrective measures:

- **1st offense:** Free: understood team disappointment.
- **2nd offense:** Verbal warning by group members.
- **3rd offense:** Team intervention to decipher any underlying issues that may be brought to the surface. Jaelyn will be notified by email.
- **4th offense:** Professor Wadsworth will be notified of delinquent behavior and a grade reduction will be advised. Also, offender will be forced to wear the “G” symbol for the duration of an entire school day, visible to others on the outermost layer of clothing.
- **5th offense:** Dismissal from the team will take place only under a unanimous decision from the team.

## Process for Amending this Charter

Any team member may propose an amendment to this charter. They will work with the scheduler to set aside time in the agenda to discuss the proposed amendment. The amendment will pass with a majority of two votes during a team meeting.

## Signatures

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We foresee this document serving as our guide in achieving our team goals of quality and unity. The underlying principle directing this charter is our belief that our individual strengths *can* and *will* contribute to an even greater whole. We therefore agree to the terms listed above and will strive for the success of Team Gubernator.

Diane Ferguson

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SIGNATURE

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DATE

Sam Hafén

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Andrew Heiss

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