

The primary goal of this charter is to develop a strong sense of *esprit de corps* among members of Team RRRAM. The French term *esprit de corps* literally means “spirit of group” and is defined as a sense of unity, pride and shared purpose, as developed among a group of persons closely associated in a task or cause. By following the rules and terms of membership set forth in this charter, our team will operate at the highest level of *esprit de corps* which will enable us to achieve a level of academic performance that goes above and beyond the expectations of our professors, our classmates, and ourselves.

Goals

Establish personal relationships with each professor by meeting and consulting with them at least once for every major team project.
Complete work early enough to allow for outside consultation to ensure work is of the highest quality.

Roles

The **team president** will rotate every three weeks and will be required to write agendas; lead team meetings and discussions; schedule rooms, meetings, activities; and be the overall task master

- Andrew Heiss: September 6–26
- Rachel Finley: September 27–October 17
- Ruth Baptista: October 18–November 7
- Michael Neuenschwander: November 8–29
- Rachel Dyer: November 29–December 17

Class captains are responsible for specific class assignments and projects; serves as focused task leader for work related to the assigned class

- Ruth Baptista: Administrative Environment (PMGT 684)
- Rachel Dyer: Organizational Behavior (PMGT 641)
- Rachel Finley: Communication in Public Administration (PMGT 662)
- Andrew Heiss: Quantitative Decision Analysis (PMGT 632)
- Michael Neuenschwander: Economic Decision Making for Managers (PMGT 612)

Buddy teams will be used on an *ad hoc* basis according to team needs. When working in buddy teams, two people will never be assigned the same task twice. Ensure smooth transitions between buddy team assignments by leaving detailed descriptions.

Responsibilities

Communication

- Complete all assigned work by the deadline; if emergencies arise, communicate with the team to stay caught up
- Foster an environment for constructive criticism
- Ask for help when needed and provide help without being asked
- Make sure the team knows when a member will be late or absent from a meeting
- Copy everyone on important emails
- Use Google Docs and Calendar as central team information hubs

Terms of Membership

Each member of the team is expected to:

- Maintain *esprit de corps*
- Be on time and respect limits
- Share job openings, opportunities and other helpful information with the team

Rules to avoid full on storming phase by approaching issues when they are “sprinkling”:

- Constructive criticism: be up front and honest about issues
- Keep it in the family: don’t talk about problems or gossip outside of the group
- Read, complete, and turn in assignments by the deadline
- Do not be a burden on the team; no freeloading
- Be professional

Process for handling team problems:

- When a problem with a team member arises, approach it initially on an individual basis.
- If multiple people have a similar problem, convene special meeting to review conditions of membership and rules, discuss what is not being met or accomplished and why—ascertain the situation.
- Establish a plan to overcome difficulty. The plan must include terms for team reconciliation and a due date for completion.
- If plan is not followed, the team will vote to issue a written warning. If approved by a majority, the president will issue the warning and inform Dr. Thompson of problem.
- If plan is not followed after two written warnings, discuss member removal in special meeting where a final vote will be called. Four votes are required for removal from the team.

Process for amending the charter:

- Inform current president, set aside time in the agenda to discuss the amendment, and pass the amendment with four votes in a team meeting

Amendments

- I. Process for handling team problems revised to include a written warning system and notification of Dr. Thompson.

Passed (4 yea, 1 absent) on September 17, 2010

- II. Buddy team requirements revised to include requirement for better communication when passing off buddy team work. Communication section revised to include provision for more constructive criticism.

Passed (5 yea) on October 19, 2010

Signatures

We agree to the conditions and terms of membership listed above and will strive for the success of Team RRRAM.

Ruth Baptista

SIGNATURE

DATE

Rachel Dyer

SIGNATURE

DATE

Rachel Finley

SIGNATURE

DATE

Andrew Heiss

SIGNATURE

DATE

Michael Neuenschwander

SIGNATURE

DATE

Revised October 25, 2010