

Team Charter

Roles and Responsibilities:

- Leader of team
 - Runs the meeting
- Assistant Leader
 - Runs the meeting if the leader cannot
- Subteam Leaders (upcoming)
- Budget person(s)
 - Interact with Colt Hauser (Purchasing)
 - Maintain a spreadsheet that tracks purchases
- Scribe (one person or rotating, or or or)
- Copy Editor(s) of sort
 - Compile/Assemble Reports
 - Finalizes/Submits
- Sprint/Schedule Manager
- Technical shop liaison
 - Engineering drawing revision
 - Bring materials to/from shop

Internal Team Deadlines:

- Scrum Agile Mindset Upcoming

Expectations for Discussions during Meeting + What we'll strive for:

- Make and follow meeting agendas (Team Leader)
- Maintain a level of professionalism and respect
 - We need to give our peers the benefit of the doubt
 - Don't assume another person isn't doing their part (trust each other)
 - Set each other up for success
 - Personal accountability and holding each other accountable
 - Communicate with the group!

Attendance:

- All members expected to be at meetings, so please let us know if you're not going to be there.

Communication + Conflict Resolution:

- Open and respectful