

Team Charter

Semester 3

Group 4 (SlayGency)

Table of Contents

Team Members.....	3
Core Values.....	4
1. Communication	4
2. Teamwork	4
3. Innovation	4
4. Collaboration.....	4
Group Norms.....	5
Communication Platforms.....	5
Project Management & Organization.....	5
Meetings & Attendance	5
Work Quality & Accountability.....	5
Respect & Inclusion	6
Roles	6

Team Members

1. Kourosh Esmaeil Tajer
2. Tamer Talha Candemir
3. Sumana Lahiri
4. Margarita Lekova
5. Fabiana Barrios Peña

Strengths & Weaknesses

Tamer		Kourosh	
Strengths	Weaknesses	Strengths	Weaknesses
Team-worker	Perfectionist, focusing too much into details	Confident	Resistance to change
Coding, design	Presenting (to teachers). No problem presenting to classmates or clients	No stress	Risk aversion

Sumana		Fabiana	
Strengths	Weaknesses	Strengths	Weaknesses
Detail-oriented	Difficulty with public speaking	Creative	Tend to focus on completion over perfection on tasks
Persevere	Procrastination	Organized	coding

Margarita	
Strengths	Weaknesses

Core Values

1. Communication

- Clarity is key—if something isn't clear, we expect team members to take action by asking questions and seeking clarification.
- Punctuality matters—if someone is running late, they must inform the group via Teams or WhatsApp with a valid reason.
- Repeated lateness (seven times) will have consequences, ensuring accountability and respect for everyone's time.
- Regular updates should be provided on progress, challenges, and roadblocks to keep everyone aligned.

2. Teamwork

- Tasks should be divided clearly, equally, and fairly to ensure efficiency and a balanced workload.
- Every team member is expected to contribute actively and respect others' contributions.
- We support and assist each other, recognizing that our success depends on the collective effort of the team.

3. Innovation

- Every team member is encouraged to push boundaries with their ideas and think outside the box.
- We embrace a growth mindset, where experimenting and learning from mistakes is part of the creative process.
- New ideas are always welcome—feedback should be constructive and focused on improvement.

4. Collaboration

- Active participation is required—every team member should contribute to discussions, projects, and decision-making.
- We take ownership of our work, ensuring that our collective efforts lead to high-quality outcomes we can be proud of.
- Respectful and professional interactions are expected at all times to maintain a positive working environment.

Group Norms

Communication Platforms

- Microsoft Teams will be used for sharing files, feedback, and ideas.
- WhatsApp and Teams will be used for arranging meetings, quick questions, and urgent updates.
- Emails should be used for formal communication when necessary, with client and teachers.

Project Management & Organization

- Microsoft Planner will be used for tracking tasks, deadlines, and overall project organization.
- Task assignments and deadlines must be followed, and updates should be provided regularly.
- If someone is unable to complete their task on time, they must inform the team as early as possible.

Meetings & Attendance

- Regular meetings will be scheduled to discuss progress, challenges, and next steps.
- Attendance is mandatory unless a valid reason is provided in advance.
- Not coming to school or meetings without a valid reason 3 times will have the consequence of being kicked out of the group.
- Everyone should come prepared for meetings, having reviewed relevant materials beforehand.
- In decision-making during meetings, your opinion will be considered only if you are present at that meeting, either in person or online.
- You will be considered late if you arrive 15 minutes later. In this case, you will need to provide at least 1 snack per person. If this happens 7 times during the semester, we will have a serious discussion with the teachers about the case.

Work Quality & Accountability

- All deliverables should meet a high standard—team members should review their work before submission.
- Constructive feedback should be welcomed and given professionally.
- Every team member is responsible for their contributions and must meet agreed-upon deadlines.

Respect & Inclusion

- All team members should feel valued and heard—respect for diverse opinions is essential.
- Disagreements should be handled professionally, with a focus on finding solutions.
- Everyone should contribute to maintaining a positive and motivating team environment.

Roles

Name/ Roles	Task Manager	Designer	Developer	Presenter	Communication (Internal and External)	Researcher
Kourosh	X		X		X	X
Tamer		X	X	X		X
Sumana		X	X			
Margarita						
Fabiana		X	X	X		X