Memo

To: All Technical Communication Students

From: Alison Witte

Date: January 30, 20176 September 2017

Re: Instructions for completing the Group Charter Project

The purpose of this memo is to provide instructions for the Group Charter Project.

Summary:

In this group project, you will create and document the procedures by which your group will operate throughout the semester, focusing on policies and steps that will help your group function smoothly and ethically.

Project Instructions:

You will work as a group to create a charter, or governing document, for your group. This document will serve as the guidelines for your group for the rest of the semester, so the group must negotiate all sections of the documents and come to a consensus. Additionally, this charter must abide by the principles of ethical conduct and communication we've discussed this semester. You should draw on the Codes of Conduct you previously created as individuals in creating this document.

 The document must include the following sections:

- **Membership**
    - Who are the members of this group? (This section should include names and contact information for each group member.)

- **Participation**
    - When will the group meet to work on projects?
    - Where will the group meet to work on projects?
    - How will members of the group communicate information about projects, meetings, etc. to one another?
    - Who do group members need to tell if they cannot attend a meeting? How soon before the meeting do they need to inform this person?
    - What do group members who cannot attend a meeting need to do before the meeting so that the meeting can be productive?
    - How will group members communicate the results of meetings and any additional tasks to member who miss meetings?

- **Submission of Work & Deadlines**
    - How will the group set deadlines for completing parts of projects? How will these deadlines be communicated to all group members?

- How will the group deal with members who do not complete required tasks at the appropriate quality level or by the deadline? How will the group communicate with these members?
- How long will the group wait for a member's contribution before doing the work as a group?
- How will the group document and report issues with work on the projects to each other and the instructor?
- Will the group allow a member who does not complete his/her tasks to put his/her name on the final product?
- Who will be responsible for submitting the final products for grading?

- **Conflict Resolution**
  - What steps will the group take to resolve disagreements about the direction projects take, setting deadlines, assigning work, etc.?
  - What penalties will the group enforce for missed deadlines, missing work or missed meetings? (You must have specific penalties for specific infractions and specific steps for informing this group member of his/her breach of charter.)
  - How will a group member be informed that he/she is causing a problem for the group?
  - How will you report/document any issues with a group member? (Remember that I cannot do anything to help you if you are not keeping me informed.)
  - What actions (i.e. missing deadlines, turning in poor quality work, failing to attend meetings, etc.) can cause a member to be removed from the group?
    - Note: You cannot kick out a group member for a single missed meeting or missed deadline. You also cannot ask for your instructor to resolve the situation, except as a final step in this process.

- **Signature Lines**

  All group members need to sign and date the document and a signed copy needs to be given to your instructor.

Final Notes:

Once your project has been reviewed by the instructor, you may be asked to make revisions before proceeding with the semester. Once you have completed the revisions and they have been reviewed by the instructor, you will need to submit a REVISED and signed copy to your instructor and each member of the group.

Due Dates and Submission Notes:

- A signed hard copy of this project is due at the beginning of class on **Friday, February 3** as indicated on the syllabus and on Moodle.