# UOPlogo1-2COM 285 LEARNING TEAM CHARTER

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| Course Title | COM 285 | | | |  | | All team members participated in the creation of this charter and agree with its contents x (Please check) | |
| Instructor | Dr. Lola Jackson | | | |
| Course Dates | 18th Aug 09 to 21st Sep 09 | | | |
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## Team Members/Personal Information

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | Phone |  | Fax |  | | Email |
| Samira Mahboub |  | 402-310-4552 |  | Eastern Time Mon-Sun evenings | |  | smahboub@hotmail.com |
| Victor Sanchez |  | 980-233-0281 |  | Eastern Time Mon-Sun evenings | |  | Kikboyee21@aol.com |
| Latona Carter |  | 225-205-6987 |  | Central any time | |  | latonacarter@yahoo.com |
| Darnell Williams |  | 315-336-2703 |  | Eastern Time Mon-sun evenings | |  | Dnoyd77@aol.com |

## Team Member Skill Inventory

(Areas individual members can contribute/want to develop)

|  |  |  |
| --- | --- | --- |
| Team Member | Strengths | Areas for Improvement |
| Samira Mhaboub | I am a good team player and good in research. I have a very busy schedule so I am bad at time management and I am working on it too. | I want to improve my time management skills |
| Victor Sanchez | I’m great at listening and being a excellent team player. I like to get things done and sometimes just take the iniative. | Sometimes I can be lazy and forget to log on. |
| Latona Carter | I can proof read. | I know that I procrastinate but I will do better. |
| Darnell Williams | I am a extremely good team player, and I always try to put 100% in any assignment given to me. I’m also open minded enough to take criticism well. | To make sure I make all my posts in a more timely fashion.. |

## 

## Learning Team Goals

(May include project assignment goals, group process goals, quality level goals, etc.)

1. Develop team collaboration with an action plan.
2. Develop a culture of energy, productivity, and learning on the team.
3. Have respectful and immediate or quick conflict resolution.
4. Strive for outstanding academic achievement as a team.
5. Interact efficiently to share the creativity, ideas and opinions of each other, as well as completing tasks and assignments on time

What are potential barriers to the achievement of these goals?

1. Any unexpected events (such as family emergencies, computer issues, etc...)
2. Differences in schedules and time management.
3. Lack of ambition or enthusiasm and selfishness.
4. Poor communication (i.e. not responding to team postings within 24 hours or returning emails/phone messages when needed).

## Ground Rules

Meeting schedule, locations, attendance expectations, agenda, assignment completion, etc.

1. Make a constant or daily effort to check and post responses on the team forum daily.
2. Stays committed and turn in the assignments on agreed dates so revising and changes can be addressed.
3. Contact a team member or post a message if there is a problem and an assignment will not be complete due to unexpected events (i.e. emergencies, computer issues, etc…).

## Communication Methods

How will the team stay in touch with each other? What are the expectations for frequency of communication? What if there is an emergency?

1. Stay in touch online by checking the team forum daily, whether something needs to be posted that day or not. Notify the team ahead of time if there is a day that checking in will not take place.
2. If unavailable for participating that week, please let team know that you will be the one in charge of compiling and posting for the week.
3. Contact with the telephone can be used, if necessary or an emergency (if someone’s computer goes down).
4. If someone is unable to complete assignments that are expected of him or her, they must contact a team member as soon as possible. The team can share the extra workload or figure out an alternative. A team member should contact a team member or post a message in the team forum in any emergency situation if it is going to affect his or her part in the class.

## Conflict Management

What are potential conflicts that might arise among or between team members during this course?

1. Unfulfilled commitments.
2. Differences of opinion.
3. Not communicating effectively and efficiently.

How will team members deal with these and other conflicts?

1. Help motivate any members that need it.
2. Compromise, discuss and understand the various ideas and opinions.
3. If necessary, go to the instructor and make her aware of the situation.

## Faculty Member Feedback to Students