

Team Charter

Team Name:	Tricontinental Trojans (TTs)
Selected Library:	City of Riverside Public Library, California (Public, https://riversideca.gov/library/)
Description:	The project team's purpose is to analyze the City of Riverside Public Library and the surrounding community. We will collectively propose a new program or service, describe how the program or service will be implemented, and create a short evaluation to measure success.
Deliverables:	<ol style="list-style-type: none">1. Reference List2. Paper<ol style="list-style-type: none">a. Introductionb. Project Descriptionc. Implementationd. Evaluatione. Reference List3. Video Presentation
Team Leader:	Julia Person
Team Members:	Julia Person Megan Drewno Sarah Tribelhorn Nerie Garcia

Team Ground Rules:

1. The group will meet once a week at a time mutually agreeable to each other
2. Answer group emails within 24 hours of receipt
3. Individuals will send a group email giving 24 hours' notice if they are unable to make group appointments
4. Be respectful of other people's opinions
5. Give feedback in a constructive manner.
6. Be prepared.
7. Meetings will be 15 minutes long unless agreed upon by the whole group; if necessary, follow-on meetings will be scheduled.
8. Each meeting will have a notetaker on a rotational basis.
9. For formal meetings, there will be one speaker at a time; other group members will mute themselves while not speaking.
10. The goal is for open and honest communication; we will not have "hidden agendas".
11. Meetings will be open-minded, no-judgement zones.
12. If something doesn't make sense, ask for clarification.
13. Group work will be divided evenly between members.
14. If something isn't working for you, tell the group.
15. We have people all over the world! Try not to wake folks up at 3am.
16. All group work (including meeting notes) will be sharable on Google Docs.
17. We will not submit our team assignment until all team members have given their approval of the document.

<p>Team Member Roles:</p>	<p>Research:</p> <ol style="list-style-type: none"> 1. Julia and Sarah will research Riverside’s demographics for information on the community’s needs. 2. Nerie & Megan will research the library’s website for program needs or services lacking. <p>All team members will brainstorm and agree on the program/service.</p> <p>Paper:</p> <ul style="list-style-type: none"> • Introduction (1-2 pages) – Sarah • Project Description (2 pages) – Julia • Implementation (2 pages) – Nerie • Evaluation (1 page) – Megan • Reference List (1 page) - Megan <p>Everyone will utilize Google Docs to create one working document.</p> <p>Everyone will edit & review APA citations.</p>
<p>Timeline:</p>	<ul style="list-style-type: none"> • September 29 - Part 1: Team Project Plan, Conduct Research • October 20 - Draft • November 3 - Final
<p>Faculty Liaison: Renee DiPilato</p>	<p>If we have any questions, concerns, or difficulties regarding the assignment we will contact Renee immediately.</p>
<p>Notes:</p>	<ul style="list-style-type: none"> • We will share work through Google Docs. • We will meet every Sunday 1 PM Trojan Time. <ul style="list-style-type: none"> ○ If we need another meeting, we will schedule it as necessary.