LEARNING TEAM CHARTER

EXAMPLE VERSION

Project Title: Study of Insulin

Project Description:

Study the structure and function of Insulin. Utilize the PDB databank for the structure, **PDB: 4ins**, and will describe what Insulin is, how it works and relate many structure areas of importance.

Mentoring Instructor: Dr. Vinal   (Lead)

Mentoring Instructor: Dr. Fishback

Mentoring Instructor:

All team members participated in the creation of this charter and agree with its contents as acknowledged with your Initials   ST1   ST2   ST3

Necessary Resources

Many resources are necessary to complete our group's task. The key resource that affects this particular project is time availability. Each team member must be able to commit an appropriate amount of time to the project in order to complete all of his or her required assignments. Another necessary resource is effective research. We have been provided with a vast selection of information through the Wake Technical Community College Library. The final resource our group identified as an absolute necessity is the need for communication. In order for this project to be a success, smooth and timely communication is a must.

Team Members/Personal Information

Name	Phone	Fax	Email
Student Name1	XXX-682-6073 home XXX-496-3758		Studentname1@waketechdemo.edu
Student Name2	XXX-682-6073 home XXX-496-3758		Studentname2@waketechdemo.edu
Student Name3	XXX-682-6073 home XXX-496-3758		Studentname3@waketechdemo.edu

- *Indicates Project Lead*

Each Team Member Skill Inventory (Areas in which individual members can contribute/want to develop)

Student Name1: I am great at organizing and meeting deadlines. I like taking lead and really enjoy working with others.

Student Name2: I find myself more of a creative thinker, and like to do creative things. I am really good with presentations, making videos and green screens.

Student Name3: I have always worked alone, if I am given tasks, I typically get them done. I am more of a follower and I am shy. I don't mind being told what to work on, but I do like to have say on what needs to be done, and how sometimes. I am a great typist and good with graphics.

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

Our goal is to plan out what we want to do, create a timeline of what needs to get done and we will have checkpoints to be sure we can finish on time. We will be following what the project wants us to do, but we want to add additional videos and really make a great online presentation. We plan to use social media to share what we are doing, so other teams can see what we are doing along the way.

What are potential barriers to the achievement of these goals?

Not knowing the time, it will take to complete the project, we are making sure that most of us can put in the 3 to 4 hours a week the challenge suggests it might take to get all of the materials prepared in time.

Boundaries / Constraints

The team has deadlines within which we must operate. Having such strict deadlines requires that team meetings and assignments be laid out precisely for the group. We will use free applications to help us manage the project.

Major Deadlines: Enter Dates

Completed Learning Charter Due
Completed Project **Challenge I:**
Completed Project **Challenge II:**
Selection of Project Protein
Completed Project **Challenge III:**
Obtain 3D images and description of Project Protein
Completed Project **Challenge IV:**
Preparation of Project PowerPoint Presentation
Completed Project **Challenge V:**
Preparation of Project Scientific Technical Paper
Completed Project **Challenge VI:**
Final Draft of Paper and Presentation
Mentor Approval and Selection for 3D Printing
Submittal of 3D printing Specifications to WTCC Makerspace
Completed Project **Challenge VII:**

Project Plan / Timeline - Team Member   Responsibilities

Due Date   Date Completed

Research for Challenge 1 Steve Sun, April 1

Research for Challenge 2 Skip Sun, April 1

Research for Challenge 3 Nicole Sun, April 1

Write 350-700 words on Challenge 1 – Rough Copy Steve Mon,

April 2 Write 350-700 words on Challenge 2 – Rough draft Mon,

April 2

Write 350-700 words on Challenge 3 – Rough Copy Dottie/Nicole Mon, April 2

Write INTRODUCTION – Rough Copy Molly Tue, April 3

Write CONCLUSION – Rough Copy Molly Tue, April 3

Write ABSTRACT – Rough Copy Molly Tue, April 3

PowerPoint Slides – Rough Copy Dave/Nicole Tue, April 3

GLUE ALL PIECES TOGETHER – Rough Copy Skip Tue, April 3

Proofread Rough Copy for grammar/spelling errors Molly/Skip Tue, April 3

Make suggestions for corrections/additions to rough copy All Tue, April 3

Post Rough Copy to Meeting and Assignment Rooms Skip Wed, April 4

Post Unified Study Group Log Dottie Wed, April 4

Re-write TOPIC 1 – Final Copy Steve Fri, April 6

Re-write TOPIC 2 – Final Copy Skip Fri, April 6

Re-write TOPIC 3 – Final Copy Dottie/Nicole Fri, April 6

Re-write INTRODUCTION – Final Copy Molly Fri, April 6

Re-write CONCLUSION – Final Copy Molly Fri, April 6

Re-write ABSTRACT – Final Copy Molly Fri, April 6

Cutoff of for topic and slide updates All Sat, April 7

PowerPoint Slides – Final Copy Dave Sun, April 8

Proofread Final Copy Skip/Molly Mon, April 9

Ground Rules: Meeting schedule, locations, attendance expectations, agenda, assignment completion, communication methods, etc.

1) Meeting schedule, meetings may be scheduled by agreement of the team members at any time;
2) Location, the location for meetings is the online STEM Blogging site within the Wake Technical Community College unless otherwise established and agree upon by all team members;
3) Attendance, is required of all team members unless arrangements have been made in advance;
4) Agenda items, for meetings are to be established and agreed upon in advance of the team meeting. Agenda items will usually be predicated by the current Project;
5) Project completion, is expected to be 100% from each team member, and;
6) Communication methods, used by the team are: a) messages posted to the STEM Blogging site; b) emails to the other team members via the Wake Technical Community College STEM server; or c) alternative methods established, documented and agree upon by all team members.

Be of Good Character:
- *Be a good listener.*
- *Keep an open mind.*
- *No embarrassing, rejecting or punishing a team member who speaks up.*
- *Ask questions incessantly.*
- *Participate in the discussion.*
- *State your opinion.*
- *Ask for clarification.*
- *Give everyone a chance to speak.*
- *Don't be defensive if your idea is criticized.*
- *Have an opinion, but get on board once a majority decision has been made.*
- *Be prepared to carryout group decisions.*
- *Everyone is an equal (no titles).*
- *All comments remain in the session (confidentiality rule).*
- *If you have an issue with another group member, discuss it with that member directly and immediately.*
- *Focus on the here-and-now instead of the past.*
- *Be prepared to complete work assignments on time.*
- *In meetings be polite – Don't interrupt.*

Conflict Management

What are potential conflicts that might arise among or between team members during this course? How will team members deal with these and other conflicts?

The following rules have been agreed to for dealing with conflict.
- *Address all conflict with the team or individual head-on.*
- *If you're struggling with something, speak out immediately.*
- *If you cannot get to a task, let the Group Leader know the minute you feel bogged down.*
- *If you feel someone is being condescending, address that issue with the person immediately.*
- *If someone has "stepped on your toes," clear the air immediately.*

Potential conflicts might include: 1) team members may not agree on how to proceed with an assignment; 2) there may be a disagreement over the amount of participation required by team members; 3) team members do not share the same work ethic; 4) team members fail to communicate in a professional manner; 5) team members may not agree on who is responsible for which tasks; and 6) team members may not follow the ground rules established above.

Potential management to Resolve Potential Conflicts: 1) team members should try to work it out themselves within the Team Room environment; 2) the instructor should be notified of a problem of non-compliance with a team member; 3) ask a member of the class to act as mediator and see if with their assistance to the team can resolve the problem and if that fails 4) if the team members at that point cannot work it out themselves, then the instructor must be asked to work it out for them and they must agree to accept the suggestions of the instructor.

Ten Steps for Handling Critical Conflicts

1. ACCEPT: Do not avoid conflict – treat it as natural and expected.

2. DEAL: Deal with conflict quickly.

3. BE OBJECTIVE: Don't take sides. Stay above the conflict.

4. FACE-TO-FACE: Put all the parties together and facilitate communication.

5. WIN-WIN: As a guiding principle, agree to continue to negotiate until everyone attains a "win-win" solution.

6. GO DEEP: Get facts and positions; but focus on underlying interests, guiding principles, and overriding goals.

7. PARTIES CREATE: Let the parties create their own solution – until "win-win" is attained.

8. SOLUTION: Be very clear about the solution: detailed, attainable, measurable.

9. GOALS: Set new goals and plans; and get new commitments.

10. MONITOR: Monitor the solution implementation – until the goals are reached.

STEM Center Connections (Detailed Scheduling, Specific Instructor Expertise (Chemistry, Biology, English and etc.), special requests and student specific needs)

This semester Dr. V. is in the STEM center all day on Mondays, so maybe we can try to overlap time there, at least one of us during this time. We will arrange to meet our mentors at specific time in the STEM Lab or maybe some of the time after the regular lab (time permits). I am taking chemistry, so I will ask Dr. Dixit if he can help with some aspects of the protein representations and how the pH might affect its structure and function.

Work Product Expectations:

The team's work expectations are defined accordingly:

• WTCC expects high quality work – well written, good grammar, minimal spelling errors – on all materials,
interim and final. (Seek out a librarian or English Instructor to assist)
*• All research must be presented with **complete references** in proper form.*
*• All written work must be presented in the specified **APA style and format**.*
• All team members will strive to use the same software version to allay any formatting or conversion complications.
*• Workload quantity will be **divided equally** amongst all team members. This includes:*
• Amount and degree of research – per topic element, the individual preparing the material is expected to
write between 350-700 words and to be certain to thoroughly cover the topic.
• As a minimum, PowerPoint slides are assigned at a minimum of 6 slides per team member. If the team
decides, one individual may handle all slide preparation and drafting based on the information given to
him/her from all team members' research. Team members are encouraged to be creative and can use
other programs and methods to convey the project information.

Study Group Logs

Study group will prepare time logs was and will be completed and submitted on a specified day of each week to your mentor. Each team member will submit his/her self-assessed summary for meeting the week's deliverables to the Project Leader. If the Project Leader has issue with any assessment(s) will contact each of the other team members directly.

Suggested Software (Just Some you can find online, some free, some not)

1) **Collaborative Work:**
   Evernote (Free Versions), OneNote (Free Versions), Chatwork, Quip, Basecamp, Any.do, Wunderlist, Todoist

2) **Communicating Between Members:**
   Skype, Google +, Basecamp, ScreenMeet, Schoology

3) **Presentations Software:**
   PowerPoint, Prezi, TouchCast, iMovie

4) **3D Drawing Programs:**

Fusion360 (Free to Students), Blender (Free to Students)

5) **3D Rendering Programs:**

Jmol (Free), MeshLab (Free), Pymol (Free Versions), PDB Online Tools (Free).

6) **Reference Management Software:**

Mendeley, "Cite This For Me", Docear, BibMe, Citefast

7) **Writing, Grammar and Plagiarism Checking Software:**

DupliChecker, PlagiarismChecker, Turnitin, WhiteSmoke, Online Correction, Grammarcheck.me, Slickwrite

8) **Data storage:**

Dropbox, Onedrive, GoogleDrive (GDrive)