Team Charter: VET Students Project Team

Team Purpose

The purpose of this team is to collaborate on projects that apply vocational skills learned in courses. The team will focus on practical, hands-on learning experiences and completing projects relevant to the industry.

Team Objectives

1. Complete a vocational project within the semester.
2. Apply theoretical knowledge to real-world tasks.
3. Collaborate with classmates to develop professional teamwork and communication skills.

Team Composition

The team consists of students from various VET disciplines, ensuring diverse skillsets for the project:
- Team Leader: Responsible for coordinating meetings and overseeing project progress.
- Technical Specialist: Focus on the technical aspects of the project.
- Research Lead: Gather relevant information and industry standards.
- Communication Coordinator: Ensure smooth communication within the team and with external stakeholders.

Roles and Responsibilities

Each member has specific responsibilities:
- Team Leader: Sets timelines and organizes meetings.
- Technical Specialist: Solves technical challenges and ensures the project meets vocational standards.
- Research Lead: Provides accurate and up-to-date information for project decisions.
- Communication Coordinator: Maintains communication and documentation for project updates.

Team Values

1. Respect: Every member's input is valued.
2. Accountability: Each team member is responsible for their role.
3. Collaboration: We work together to achieve our goals.
4. Learning: Continuous improvement and learning from each other.

Communication Protocols

1. Weekly team meetings every Thursday at 2 PM.
2. Use of WhatsApp group for quick communications.
3. Shared Google Drive for documentation and files.
4. Meeting notes shared after each meeting to summarize action items.

Decision-Making Process

Decisions will be made by team consensus. If agreement can't be reached, the team leader will make the final call, based on input from all members.

Conflict Resolution

Any conflicts should be addressed directly between team members. If needed, the team leader can mediate. If the issue remains unresolved, it will be escalated to the course instructor.

Milestones and Deadlines

1. Project Proposal: Week 3
2. Mid-project Review: Week 6
3. Final Project Submission: Week 10
4. Presentation: Week 12

Review and Feedback

Monthly reviews will be held to assess team progress. Constructive feedback will be provided by team members to ensure continuous improvement.