

**James Snyder**

**Elexus Foster**

**Carmen Macias**

**Angel Gordan**

**Jake Tanner**

**Natalie Smith**

## **Team Charter for Project Collaboration**

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### **1. Goal and Mission Statement**

Our team's mission is to address the environmental social issue of homelessness in our local communities by creating sustainable solutions that promote dignity and well-being. We aim to develop high-quality deliverables through clear communication and equitable contribution from each member, leveraging our diverse strengths to produce an impactful and cohesive final project.

Our organization will focus on establishing sanitation stations within community centers to provide homeless individuals and families with private spaces for self-care. We are committed to operating mobile hygiene units, staffed by volunteers and employees, and partnering with local organizations to offer essential health and first aid services. Our public campaign will utilize local non-profits and social media outreach groups to raise awareness and engage others.

Our motto, "*Clean Start, Fresh Future*," captures our vision of creating new opportunities for the homeless population while providing a clean, safe, and supportive environment. We aim to complete this project ahead of schedule, ensuring ample time for review and refinement, and to engage our target audience, including local communities and politicians, to drive meaningful change.

Our team's mission is to collaboratively complete our final project, focusing on high-quality deliverables, clear communication, and equitable contributions from each member. We aim to leverage each team member's strengths and diverse perspectives to ensure a well-rounded and impactful presentation and synopsis. We strive to complete the project ahead of schedule to allow time for review and refinement.

## 2. Roles and Responsibilities

Each team member will contribute to both the Synopsis and the PowerPoint presentation and participate in editing the final drafts. The assigned roles are as follows:

- **Member 1 (Project Manager): Elexus Foster**
  - Oversee project timeline and ensure milestones are met
  - Organize and facilitate team meetings
  - Compile the final project submission
- **Member 2 (Content Specialist): Jake Tanner/James Snyder**
  - Lead research efforts and draft key sections of the synopsis
  - Provide initial content for the PowerPoint slides
  - Fact-check and ensure the credibility of sources
- **Member 3 (Visual Designer): Carmen Macias**
  - Develop the visual layout and design of the PowerPoint presentation
  - Ensure consistent branding and readability of the slides
  - Assist with editing and formatting the synopsis
- **Member 4 (Editor/Reviewer): Angel Gordan/Natalie Smith**
  - Conduct comprehensive edits on both the synopsis and the PowerPoint
  - Provide feedback on content and suggest improvements
  - Monitor project for coherence and flow

### Collective Responsibilities:

- All members will participate in peer editing and final reviews
- Every member will attend weekly check-ins to discuss progress and challenges
- All members will contribute to creating a seamless and polished final product

## 3. Important Milestones and Due Dates

- **Initial Research and Outline:** Due 11/21/24
- **First Draft of Synopsis:** Due 11/24/24
- **Initial PowerPoint Slides:** Due 11/27/24
- **Peer Review and Feedback:** Due 11/29/24
- **Final Edits and Quality Check:** Due 12/1/24
- **Final Submission:** Due 12/5/24

## 4. Ground Rules and Norms of Behavior

- **Timely Communication:** All members will respond to messages within 24 hours and inform the team in advance if unable to meet deadlines.
- **Respect and Inclusivity:** Everyone's ideas and contributions will be valued and respected. Constructive feedback will be provided in a supportive manner.
- **Accountability and Commitment:** Members will adhere to assigned roles, stay engaged throughout the project, and proactively assist team members if challenges arise.