

# BTA TEAM CHARTER



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## OUR SECRET TO AN EXCELLENT TEAM

The hallmarks of an exceptional team are Psychological Safety, Collaboration, and Goal Achievement. Psychological Safety encourages everyone to voice their ideas, recognize and appreciate innovative thoughts, and provide constructive feedback. Collaboration involves leveraging our diverse backgrounds and working together effectively to create value. Lastly, we achieve our goals with integrity while respecting one another.

## BTA MISSION & GOALS

Empower students to move into tech leadership through education and provision of the right resources and networks.

1. Educate: show possible roles and roadmap
2. Assist: Help them land an interview/job
3. Connect: build a tech network

## OUR DOs AND DONTs

DOs	DONTs
Complete assigned work before the team's internal deadline	Engage in relationship conflict
Inform the group promptly about any personal or medical emergencies	Be a free rider
Put equal and best effort into the work assigned	Be rigid with roles and responsibilities relating to an assignment
Foster open communication and give constructive feedback	Be late or absent from team meetings

## Our Team Norms

Team Norms
<b>1. Meetings</b>
<ul style="list-style-type: none"><li>• Each meeting will have a goal and an agenda, and a follow-up document.</li><li>• Team members will discuss personal topics and life updates with each other at the beginning of each meeting to encourage psychological safety.</li><li>• The team agrees to meet (in person or virtually) as frequently as needed.</li><li>• All members must attend meetings on time and notify in advance if unable to attend.</li></ul>
<b>2. Communication</b>
<ul style="list-style-type: none"><li>• Each team member should deliver their assigned work on time (preferably, one business day before the actual deadline).</li><li>• Our main communication platform will be Discord, and secondary WhatsApp.</li><li>• Team members should not ghost one another.</li><li>• Inform the team within 24h of any personal emergencies that may affect work delivery.</li><li>• Notify the team at least 48h before the internal deadline if unable to complete tasks.</li></ul>
<b>3. Quality of Work</b>
<ul style="list-style-type: none"><li>• Ensure task completion and maintain high-quality work standards</li><li>• Provide constructive feedback during team meetings and create a safe space for open communication.</li><li>• Each member should contribute equally to the work and put forth their best effort</li><li>• Team members will put in their best effort and always deliver their best quality work that doesn't need significant improvement or changes from the team.</li></ul>

## OUR CONTINGENCY PLANS

- **Sudden Unavailability:** If a team member becomes suddenly unavailable due to an emergency, they must inform the team as soon as possible. The team will then reassess the workload and redistribute tasks to ensure project continuity.
- **Missed Deadlines:** If a team member misses an internal deadline without prior notice, a meeting will be called to understand the reasons and to reassign the tasks to avoid

future delays. Repeated occurrences will lead to a review of the members' responsibilities.

- **Quality Issues:** If the quality of work submitted by a team member does not meet the agreed standards, a review session will be conducted where feedback is provided, and necessary corrections are made collaboratively.
- **Late or Absent Team Members:** If a team member is late or absent for a meeting, the remaining members will wait for approximately 5 minutes before starting the discussion. The late or absent member is responsible for catching up on missed discussions or materials independently.
- **Task Disagreement Between Members:** If two team members disagree about a task, they should try to resolve it amongst themselves first. If they cannot reach an agreement, the issue will be brought to the entire group for discussion or a vote.
- **Team Task Conflict:** In case of conflict over a team task, a democratic vote will be conducted. A resolution will be achieved if the majority members agree on the decision.

## CONCLUSION

We recognize that this charter is a living document, subject to periodic revisions and adaptations based on our group's performance and evolving needs. Below, we agree to following this charter:

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