

Project Team Charter

Stray No More

Industry Partner	
Primary Instructor	
Team Member	Abdirahman Ali
Team Member	Edward Philip
Team Member	Emin Yilmaz
Team Member	Faheem Ahmed

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

The purpose of forming this team is to develop a mobile application with the intention of creating an efficient network of communities working to help locate and the safekeeping of stray animals.

2. Background

The project is the development of a mobile application handling the organization of information regarding lost pets, stray animals and animal spotting. The team is made up of animal lovers and pet owners with the ambition of ensuring the safety and wellbeing of all animals and pets. The development of this project will allow the formation of a large community of animal shelters, animal control sectors and individuals that can work together in an efficient network. The application will allow all the stakeholders to communicate and have the most up to date and relevant information.

3. Scope

The mission of this project is to maintain the wellbeing of stray animals and lost pets as well as keeping up to date information on the whereabouts. This will include deploying a database containing the information of individual animals for users to reference and update as needed. Using a chat system to communicate between the different users to allow them to work together.

4. Team composition

The team consists of four programming students each focusing on a major aspect of the development of this application. One member will focus on building and maintaining the database to ensure it stores the most relevant information. One member will design the layout of the application, building a modern and easy to use application to allow users of all technological backgrounds to navigate it easily. One member will deploy a chat system using Google API to allow for communication between the users.

5. Team operations

Each team member is responsible for attending the group meetings which are scheduled ahead of time from a previous meeting at a time all members can agree on. Any member(s) who cannot attend a meeting must inform the project manager ahead of time to allow the project manager to decide whether the meeting can continue or need to be rescheduled. Decision making is done during the group meetings so each member can have a say as to how the project develops.

6. Team Performance Assessment

Performance and development progress will be measured by completing milestones and communicating in group meetings where each member of the team can present the progress of their focus. Each member will have a breakdown of what is required to be completed with a date using the sprint backlog and gantt chart formats.

7. Signature Page

Emin Yilmaz
Faheem Ahmed
Edward Philip
Abdirahman Ali