

Team Charter: Task Tracker

Project Overview

The project involves designing and developing creating a Flask-based web application that allows users to organize and manage information in the form of a task tracker or a similar tool for managing tasks, notes, study plans, or other records.

Deadline: March 24, 2026

Team Size: 4 Members

Client: Independent Project

Budget:

User Stories

- As a **user**, I want to know that the application is running.
 - As a **developer**, I want a clean project structure and repository.
-

Project Goals

1. Launch a functional website that provides:
 2. Ensure scalability for:
 3. Deliver a clean, user-friendly design.
-

Team Roles and Responsibilities

Developer: Drake Ardoris

Responsibilities: Troubleshooting, debugging support, helping resolve build/run issues, assisting with integration problems.

Developer: Ankhzaya Batnasan

Responsibilities: Programming (Java/Python background), implementing features, contributing to Flask routes and logic, supporting code organization.

Developer: Ali Hajipoor

Responsibilities: Troubleshooting, problem solving, testing features locally, helping verify requirements and expected behavior.

Developer: John Nelson

Responsibilities: Programming, debugging, helping implement core app structure/routes, supporting Git workflow and code reviews.

Developer: Nil Altinordu

Responsibilities: Programming, planning & organization, troubleshooting, reviewing, research, ideas.

Communication Protocols

- **Primary Communication:** Email.
 - **Team Collaboration:** Discord.
 - **Progress Tracking:** Kanban
 - **Meeting Cadence:**
 - **Weekly team meeting every Tuesday @ 5:00pm.**
 - Urgent communication through an agreed chat platform.
 - Response expectation: within 24 hours on weekdays (or adjust).
-

Collaboration Rules

- Work is done on feature branches (no direct commits to main).
 - Pull Request (PR) required for merging to main.
 - Branch naming: `feature/<task-name>-<first-name>` (example: `feature/charter-john`)
 - Commit messages: short + clear (example: `Add team roles section to charter`)
 - Participate in Kanban
-

Core Values

1. **Respect and Inclusion** — Every team member's input is valued; we listen before responding and ensure equal participation.
 2. **Accountability** — We take ownership of our assigned tasks and communicate proactively when challenges arise.
 3. **Transparency** — We maintain open, honest communication and share progress, setbacks, and updates regularly.
 4. **Collaboration** — We build solutions together, recognizing that teamwork produces higher quality results than isolated effort.
 5. **Continuous Improvement** — We seek feedback, reflect on our work, and refine both our process and product continuously.
-

Success Criteria

- Website live and functional by **March 24, 2026**.
- Client able to upload, manage, and update site content independently.
- Users can access accurate data.