Team Charter

## Team Name

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## Team Members

Liam De Rivers – lderivers6112@conestogac.on.ca

Mark Moerkerken mmoerkerken7649@conestogac.on.ca

Seth VanNiekerk svanniekerk2981@conestogac.on.ca

## Member Roles

List the team member(s) who will work on each aspect of the project in the table below:

|  |  |
| --- | --- |
| Project Management | |
| Team leadership | Liam |
| Project planning | Liam |
| Project record-keeping | Liam |
| Analysis, Design and Documentation | |
| Interacting with clients | All |
| Diagramming and documenting client requirements | All |
| Diagramming and documenting overall design | All |
| Technical documentation | All |
| Client documentation | All |
| Web Development | |
| Creating web graphics | Mark |
| Web site design | Mark |
| Web page design | Mark |
| Web programming | Mark |
| Interactive testing | Mark |
| Business Layer Development | |
| Class design | Seth |
| Business programming | Seth |
| Technical / lower-level programming | Seth |
| Unit and integration testing | Seth & Liam |
| Database Development | |
| Database design | Mark |
| SQL/LINQ Devlopment | Seth |
| Other | |
| Report development | All |
| Installer development | Seth |

## Expectations

Document the team’s expectations e.g. equal sharing of work, attending all meetings, creating deliverables on time, etc.

Everyone will attempt to complete their designated work to the best of their ability. If they require any assistance, they will request it and any members available will help as needed.

Attend most, if not all team meetings with the capstone advisor to maintain a constant steam of communication.

## Consequences

If a member does not complete their designated work on time or to quality standards they shall complete work in advance to be reviewed by the rest of the team before submission.

Failure to provide a notification for cancellation of a meeting will result in the team member providing a written apology to the rest of the team members.

## Agreement

Liam De Rivers –

Mark –

Seth –