**Project Team Charter**

**Online Quiz Application**

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| Industry Partner |  |
| Primary Instructor | Anjana Shah |
| Team Member | Arghawan G. Siddiq |
| Team Member | Emmanuel Ko |
| Team Member | James Tory |
| Team Member | Joyce A. Borla |
| Team Member |  |

Document Revision History

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| --- | --- |
| Revision # | Date |
| 0.1 | 10/11/2022 |
| 0.2 | 10/11/2022 |

**TEAM CHARTER**

1. **Purpose**

This team has been formed to complete Capstone Project Assignment called Online Quiz Application under Course # CRN-12177-202201. The main objective of the project is to put the team together and jointly working towards completing this assignment by due date in a professional and effective way as a group.

2. **Background**

This project will develop a web-based quiz application called Online Quiz Application where quizzes can be created and taken by schools and or colleges. Using the Online Quiz Application, instructors will be able to create and schedule quizzes, and students will have instant mark feedbacks and the ability to track their marks right after conducting the online quiz. This application will target smaller schools and institutions that are unable to afford more complex online services available at the market.

3**. Scope**

Scope: The Online Quiz Application will be developed as a Web Based Application (WBA) by the GBC’s Computer Programming and Analysis Students. The application will be hosted by Team 20 and will be accessed through a web browser. The end users of the application will be required to create the questions for the quizzes.

Mission: The mission of the project is to equip ABC (Company Name) with an easy to use, web-based quiz taking application.

Objectives:

The objectives of the project are:

* To develop a platform for instructors to create quizzes
* The ability to perform and complete quizzes remotely
* Saving both instructors and students’ time
* To cover large number of students all at once
* Obtain instant results
* User friendly

4. **Team composition**

All members represented in this project are students of GBC’s Computer Programming and Analysis and they are all essential members with some added responsibilities throughout of this project.

The team will be composed of the following:

Team Leader – Ensures team members meet and discuss assignment topics and agenda.

Team Members – Attend planned meetings and adhere to the agreed delegated sections of the assignments.

Time Keeper – Keeps track of meeting times and meeting’s agenda.

Recorder – Keeps minutes of the meetings and share among team members.

5. **Team empowerment**

While this project will be developed as a team by all group members, it has agreed by all members to have the following functional roles established for better implementation of the project and targeting established objectives:

Team Leader: James Tory

Member: Emmanuel Ko

Member: Arghawan G. Siddiq

Member: Joyce A. Borla

6. **Team operations**

Team will communicate with each other through blackboard, discord, phone, and in person meetings throughout of the project. All members are required to both attend planned meetings and be on-time in all agreed meetings. If a member is absent, the secondary person must fill in the role.

Members are to complete their designated assignment parts before/by due deadline as agreed among team members. In situations that a team member is unable to deliver his/her designated part as agreed, they should advise the group well in advance, so that alternative arrangements can be made by other members of the team.

7. **Team Performance Assessment**

We will review team performance as a group at the conclusion of our meetings and provide feedback to each other for improvement. Team members will provide necessary updates on the progress of their assigned and designated activities in order to keep all members up to date on the status of the project. Group members shall make all and every effort to meet the given deadlines for the assigned activities. In situations, that there are challenges to any team member; back-ups would be available to provide necessary support and assistance needed.

8. **Signature Page**

Arghawan G. Siddiq

Emmanuel K

James Tory

Joyce A. Borla