

Swerve Team Charter

Case Area

70% of all commercial property tenants are not compliant with their insurance requirements. Commercial tenants must annually produce a certificate of insurance (COI) providing proof that their insurance policy meets the insurance conditions outlined in their lease agreement. Due to manual and inefficient COI tracking, landlords cannot enforce compliance. The case area is to create a compliance tracking system that takes an input of certificates of insurance and landlord lease agreements. The goal is to automate compliance tracking, and portions of the follow up to increase compliance.



The Team

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McCauley, Connor	cmccaul8@uwo.ca	289 969-0206
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Meeting Times

Weekly team meeting times will begin on Wednesday at 2:30pm and continue into the tutorial period. For supplemental meetings, the team will use Facebook conference calls as necessary which will be determined on a weekly basis.

Team Rules and Expectations

1. For all team meetings and discussions, if any team member is unable to attend a meeting they shall attempt to give as much notice as possible, ideally 24 hours, and are required to catch up on any missed discussion or exchanges. If a member misses more than one meeting without notice, the group reserves the right to provide further discussion and repercussions.
2. All code must be commented and documented appropriately.
3. For continuity and version control, Git must be utilized.
4. Everyone must be on time to the Thursday Meeting as agreed upon by the team. If at all late, a message must be sent to the group.
5. All conversations with the client will be respectful and professional.
6. The client is always right. We must work to build what the client needs, and not waste resources building unnecessary features.

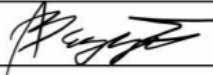

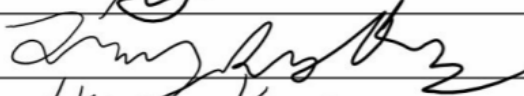
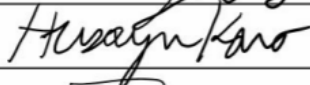
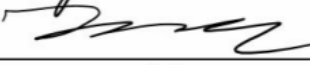

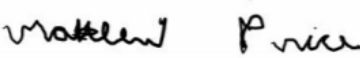
7. Everyone must keep the group up to date on project roadblocks/deadline shifts and work together to re-organize workloads as needed.
8. We will allow all individuals fair time to express their opinion on all decisions. Individuals will be allowed to express themselves even if they believe their idea to be controversial.
9. We must abide by all due dates.
10. We are all equal contributors. We will strive to divide work equally to our strengths and speak up to the group if we feel we are overworked.
11. We must be committed to delivering a full solution to the problem and creating a product that will completely satisfy the clients.
12. Major decisions should be discussed by the entire group, and will be decided by the majority vote, this works well as our group has 7 members.
13. Above all, we should have fun, while increasing our knowledge in software methodologies and client design.

Code of Ethics

Swerve Values: Academic Honesty, Transparency, Accountability

1. As a basic necessity, all individuals shall be treated with the basic respect necessary and never compromise the humanity or validity of anyone
2. Observe integrity in all actions
3. Ensure security with sensitive client information
4. Be accountable for code, providing a solution that is stable and maintainable.
5. Provide intuitive designs
6. Give credit where credit is due, do not plagiarize
7. Avoid advising with potential competitors of Swerve, as conflicts of interest may arise.
8. Show compassion and empathy to all fellow employees, clients and all those Swerve may associate with.

We the undersigned agree to the above terms of this charter.

Baggio, Austin	
Chait, Noah	
Domagala-Tang, Jimmy	
Kara, Husayn	
Madruga, Quentin	
McCauley, Connor	
Price, Matthew	

Signed January 23, 2018