

Team number: 8

Course: CSCI 361 Software Engineering

1. Team Members & Roles

Name	Role	Responsibilities
Adi Zhanserik	QA and Documentation	Test API + mobile integration, write SRS/UML, track bugs, verify requirements
Adil Tatiyev	Flutter Mobile Lead	Build UI, state management, API integration, testing on iOS/Android
Ruslan Assylbekov	Backend Engineer	Design REST/GraphQL API, connect to PostgreSQL, handle auth, write models
Ulan Mustafin	DevOps / Git Manager	Manage GitHub workflows, database migrations, environment setup (env: files), CI basics

2. Team Values & Norms

We agree to:

- Communicate respectfully and respond within 24 hours on non-urgent matters.
- Be punctual for all team meetings.
- Share progress openly even if stuck or behind schedule.
- Give constructive feedback and support each other's learning.
- Escalate unresolved conflicts to the instructor/TA after 1 day.

3. Communication Plan

Purpose	Tool	Frequency / When to Use
Daily Coordination	Slack	For quick questions, updates
Video Meetings	Discord	Stand-ups & planning sessions
Task Tracking	GitHub Projects and Trello	Assign & track tasks
File Sharing	Google Drive and Telegram	Docs, diagrams, notes

4. Meeting Schedule

Stand-up Meetings: Mondays, Wednesdays, Fridays at 10:00 AM

Duration: 15 minutes

Location: Discord (link in Slack)

Agenda:

1. What I did since last meeting
2. What I'll do next
3. Any blockers?

Weekly Planning on Sundays at 4:00 PM (30 mins) review progress & assign tasks for the week.

5. GitHub Workflow

- All work happens on feature branches
- Pull Requests (PRs) are required for all code changes.
- Every PR must:
 - Include a clear description of the change
 - Be reviewed by at least one teammate
 - Pass basic checks (e.g., no merge conflicts, code runs locally)
- Main branch is protected as no direct pushes are allowed.

6. Decision-Making and Conflict Resolution

- Technical decisions: Discuss in Slack or stand-up → majority vote if needed.
- If a disagreement persists for more than 24 hours, we will:
 1. Summarize both sides in writing
 2. Ask the course TA or instructor for guidance

7. Success Metrics so far

By the Pre-Midterm deadline, we will have:

- Completed team charter & role assignment
- Set up GitHub repo with branches and PRs
- Held at least 3 stand-up meetings (logged)
- Drafted SRS, UML, UI mockups, and setup instructions