C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Charter for**

**Area 52 (52)**

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| --- | --- | --- |
| **Team Member Names** | **Contact Information**  **(e-mail, cell, Facebook, etc.)** | **Preferred Contact Method / Limitations**  **(ex. no calls after…)** |
| Eric Malavenda | [ericmalavenda@gatech.edu](mailto:ericmalavenda@gatech.edu),5613500005 | GroupMe |
| Eun Ji Kang | [ekang40@gatech.edu](mailto:ekang40@gatech.edu), 404-610-7289 | GroupMe |
| Heejoo Cho | [joheeju@gatech.edu](mailto:joheeju@gatech.edu), 678-822-4430 | GroupMe |
| Joseph Deerin | [jdeerin3@gatech.edu](mailto:jdeerin3@gatech.edu),717-381-0017 | GroupMe |
| Randall Reeves | [rreeves32@gatech.edu](mailto:rreeves32@gatech.edu), 678-993-5240 | Mobile |
| Member 6 | Contact 6 | Pref 6 |

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| --- | --- | --- |
| **Team Member Names** | **Strengths related to teamwork and the team’s assigned task.** | **Weaknesses related to teamwork and the team’s assigned task.** |
| Eric Malavenda | Experience with several technologies (Java, MySql, Node.js, several front-end JS frameworks, C#, Python, etc.); User-centered design experience | Still unfamiliar with some potentially project-relevant technologies (NoSql DBs, cloud deployment (AWS/Azure/etc.), machine learning, etc.) |
| Eun Ji Kang | I like to try my best to finish my portion before due dates | I need time to come up with my thoughts/conclusions before I say them |
| Heejoo Cho | Strong responsibility for assigned tasks, meticulous checking for all required tasks | Slow to start (need to make sure exactly how it’s supposed to be, otherwise I hesitate) |
| Joseph Deerin | Relatively quick learner; some experience with front-end development (HTML/CSS/Javascript 6, some AngularJS); some leadership experience (though not software related) | Tendency to procrastinate; often slow to communicate; can be stubborn in defending opinions; occasionally disorganized |
| Randall Reeves | Strong understanding of OOP; Infrastructure networking experience (useful for getting app to communicate with a server) | Little experience with mobile or UI development |
| Member 6 | Strength 6 | Weakness 6 |

1. **What are your team’s goals for the collaboration?**

*These should relate to the team’s performance on the project as well as the processes that the team will follow to complete the project. What are your team’s expectations regarding the quality and timeliness of the team’s work?*

To work well as a team following SCRUM methodology and best practices outlined in the course, to follow the schedule specified by the course, to ensure that everyone is doing a fair amount of work, and to attempt to “finish” the project, going above and beyond the minimum requirements to implement all features listed in the project description.

1. **Who is responsible for each activity? What roles will each member have?**

*Don’t forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil’s advocate), ensuring that everyone’s opinion is heard, etc.*

Eric Malavenda –Team Leader, Finisher/Details (ensures project is ready to turn in at the end of a sprint), Organizer (handling logistics for meeting, internal sprint deadlines, what we should work on, etc.)

Eun Ji Kang – Head supporter, Monitor (making sure everyone's doing their job)

Heejoo Cho – Researcher (does research needed for project)

Joseph Deerin - Driver (leads meetings, settles details of who's doing what, what subgoals we want to achieve in sprint, etc.)

Randall Reeves – Technical Lead (expert on tools/technologies used in project, including Git, Android Studio, etc.)

Roles for everyone: Originator (coming up with ideas), Implementer (working on code for the milestones; coding tasks will be assigned at the beginning of each sprint), Supporter (keeping team morale/spirit up); even if it isn’t assigned as their role, every team member should be willing to contribute towards the project’s planning, and every team member should be willing to listen to the rest of the team

Roles may be switched/altered if the team agrees as a whole the change would be beneficial

1. **What is your timetable for activities?**

*(Due dates, meetings, milestones, deliverables from individuals, if appropriate)*

- Work in weekly sprint, following the milestones outlined in the course schedule

- If we fall behind, more work will be done the next week to ensure we're caught up for the next sprint

- One in-person meeting per week, Skype/remote discussions will be held as needed for project

1. **What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?**

- All scheduled meetings should be attended; if a team member has to miss for any reason, they should contact the rest of the team in-advance within a reasonable time (as early as possible) and follow up with the rest of the team to stay caught-up

1. **What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?**

* Serious emergencies (health issues, death in the family, etc.) are acceptable indefinitely for any deadlines
* Can miss inner-sprint deadlines for any reasonable excuse (scheduling issues, schoolwork, etc.), but ALL WORK you were assigned must be turned in by the sprint deadline (end of the sprint), excepting serious emergencies.

1. **What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?**

- A remote meeting (Skype, etc.) will be held between the remaining team members to decide how to divide the team member’s responsibilities in their absence; if possible, the team member should contact us with the work they’ve done so far and their personal input for the project

1. **What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team?**

- For team meetings, come knowing what's being discussed and ready to contribute, and be ready to show progress on the current sprint to verify that they're on-track; if possible, all work for the sprint will be done a day in advance (e.g. if the sprint deadline is Friday night, all attempts will be made to finish the work by Thursday night), and all deliverables will be reviewed by the rest of the team (or, at the very least, approved by our Finisher) before being handed in/demoed

1. **What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?**

* All members will be expected to do an equal amount of coding work (pending an emergency)
* All team members should be willing to discuss ideas during meetings
* Team members are free to critique one another's ideas in a respectful, civil way during meetings
* Any deviations from the current plan must get approval from the rest of the team before being implemented (e.g. cutting a feature, adding a new feature, change of who's working on what, etc.); decisions within the scope of work assigned to the individual are up them, but must pass review before being submitted for grading

1. **What methods will be used to keep the team on track?**

*How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?*

* ZenHub will be used to keep track of internal deadlines for the project / features, and issues will be assigned to group members after discussion
* Our monitor (Eun Ji) will ensure that everyone is on-task, doing their fair share of work, and isn't falling behind
* Our finisher (Eric) will ensure that our project is ready to be demoed/evaluated before the end of each sprint
* Discussions will be held with team members who are consistently under-performing to find a solution to their problems, if possible. Extreme issues where team members are completely unproductive or uncooperative will be escalated to the TAs/Professor if absolutely needed.