# **Team Charter for <A Clever Set of Kids (Acsko)>**

Last update: 09-07-2020

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| Team member name | Contact information | Preferred method of contact and limitations |
| Mia Le | leanh@grinnell.edu | email |
| Davin Lin | lindavin@grinnell.edu | email |
| Linh Tang | tanglinh@grinnell.edu | email |
| Yolanda Jiang | jianghui@grinnell.edu | email |
| Haorui Sun | sunhaoru@grinnell.edu | email |

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| Team member name | Strengths | Growth opportunities |
| Mia Le | managing, a bit of HTML | github, ruby on rails,AWS |
| Davin Lin | versatile | communication, programming |
| Linh Tang | flexibility | ruby on rails, web dev, pair programming |
| Yolanda Jiang | time-managing, | Communicate skill, AWS |
| Haorui Sun | communicate | Communicate and programming skills |

## What is your project?

* Community Engaged Learning Toolkit

## Main contact:

* Haorui Sun [sunhaoru@grinnell.edu]
* Preferred meeting time: 9-10 am and 1-5 pm everyday (except 3-5 pm on Thursday).

## Alumni Mentor

* Alumni Mentor: Cassie Koomjian
* Meeting plan: Once a week, time TBD
* Assistance need: TBD

## Community Partner Information

Who is your contact at the community partner organization?

* Lia Schifitto, Mellon Community Engaged Learning Fellow at Grinnell College

How and when do they prefer to be contacted?

* Email: schifitto@grinnell.edu

## Team Meeting Plans

* Meeting time: Mon Wed Fri 9-10am
* Location: Private Microsoft Teams channel (meet in public channel with mentor, community partner and instructor)
* Communication and absence: Communicate your absence in either the teams chat or the messenger group chat. Catch up by checking the task board on Trello and group chat.

## What Type of Agile Methodology Will be Used?

* Scrum and Kanban

## Team Roles

What role(s) will each team member hold?

* Scrum master
* Community partner contact
* Other roles will be divided by features later

Will roles switch among team members during the project? If so, when and how will switches take place?

* It depends on the particular situation when both members are willing to switch roles. If that’s the case, the people who are switching roles have to take charge of all related things.

How do you divide up and assign work?

* We will divide up the work equally among every team member and take personal interests into consideration when assigning them.

## Project Management

* Repository location: <https://github.com/LinhTangTD/324toolkit> (contact Linh if need to be added)
* Location of To-Do List or Project Management tracking: Trello [<https://trello.com/b/vBNQx2If/agile-sprint-board>] (contact Mia if need to be added)

## Testing

What testing philosophy or strategy are you adopting? (For instance, strict TDD in which you write tests before code always)

* We will use TDD together with unit testing. Mostly, we will write tests beforehands to make sure we have a general agreement on the whole project. But to test specific methods, we may also use unit testing.

## Team Accountability and Problem Solving

How will you hold each other accountable for completion of tasks?

* We will check the daily work and keep updating through team channels so that we will know what has been done before that day.
* Since each person will have assigned work and the work we do will be transparent and easily visible on a Trello Board, the delayed tasks will be noticed quickly and every team member has responsibilities to catch them up.

How will you address conflicts and disagreements?

* We can post an issue on the GitHub repository, bring it up during the weekly meetups, or ask either Barbara or Cassie to resolve the conflict.