

Cooking DUCS Team Charter



Team Members

- Team Manager – Sean McCarthy
- Project Manager – Samuel Rudqvist
- Technical Leader – Rei Terasawa
- Tool Master – Julian Fisher

Team Values

The team has values that each member should strive to recognize and adhere to at all times. The following values are the pillars that we will use to build a productive and cohesive unit.

- 1) Honesty – Team members should always be honest with one another. This means that team members should not try to hide anything of importance from the team and will seek to be honest in all things.
- 2) Understanding – Team members should always seek to understand each other. To have meaningful and productive meetings and correspondence with each other, we must understand the perspectives and thoughts of our fellow team members.
- 3) Openness – Team members should always be open with each other. We should be open to constructive criticism and be willing to accept others' opinions.
- 4) Helpfulness – Team members should always be helpful to each other. Team members should always be willing to extend a helping hand when needed and ask for help when they need it.
- 5) Teamwork – Team members should never forget that they are part of a team. We will work together and pursue what is best for the project, and for all our team members.

Responsibilities of the Team Members

All team members have certain responsibilities to the project. Team members should feel personally responsible for all parts of the project and be willing to do what is in the best interests of the project. This means that team members should be willing to accept the ideas of others in the team and be willing to let go of ideas that may not be in the

best interest of the project. Team members should also be sure that the time they spend on the project is valuable and meaningful, meaning that the most progress can be made with the time that is spent.

Meetings

Team meetings will be held on Thursdays at nine o' clock in the evening. All team members should be in attendance of all meetings if possible. If a team member is unable to attend a meeting, 24 hours' notice should be given to the rest of the team. During meetings, all team members should participate.

At the beginning of every meeting, there will be a brief mental health check for all team members. This mental health check will just be a quick time to ensure that all team members are doing well and give everyone a chance to discuss anything other than the project.

After the mental health check, each team member will do a brief standup to discuss the state of the project. The standup should last less than five minutes. During each team members standup, they should discuss three things.

- 1) What are you working on?
 - 2) What hurdles are you encountering?
 - 3) What have you finished?
- 1) During the meeting, all important point information should be written down on the discord Cooking DUCS discord channel.

Communication

Any communication with the team that is not spoken face to face should be over discord on the Cooking DUCS server, in the appropriate channel. To organize sprints, and the workflow of the team, Trello will be used. A link to the Team's Trello board will be pinned on the Cooking DUCS discord server.

Sprints

Project workflow will be divided into sprints. Sprints will be two weeks long. At the beginning of each sprint the goals of the sprint, and what it means to complete those goals. Team members will work on the sprint and use the appropriate modes of communication to keep others up to date on sprint progress.

The Project

The project is to create an app that will help people find recipes that only use ingredients that they already have. The app would have users sign in and select ingredients. The user's list of ingredients would be saved to their account, so that it can be referenced, or modified, at a later time.

When trying to change what ingredients they have, the user will be directed to a page that allows them to select what they have. On this page, you would be able to scroll through all the possible ingredients, or search for an ingredient by name. You are able to see what ingredients you currently have marked and will be able to remove them from your list.

After selecting what ingredients, the app will be able to search through a database of recipes and return what recipes you are able to make with the ingredients you currently have.

Project Goals

There are three main goals of working on this project. These goals are goals for the project, and for what we intend to learn along the way working on this project.

- 2) Learn how to work as a team to successfully design and manage the product.
- 3) Learn how to utilize the strengths of each member to bring out the best of them in their work.
- 4) Have the MOM app designed out and ready for the production phase by the end of the semester.