MTB Team Charter

1. Team Setup
    a. Team Values
        i. Respect
        ii. Openness and Honesty
        iii. Timeliness
        iv. Courage
        v. Work smart
    b. Primarily through in person meetings and through an SMS group chat
    c. We will meet at 3:30pm on Wednesdays. Team members will answer the following questions:
        i. What were you able to accomplish since the last meeting?
        ii. What are you working on now?
        iii. What issues are you encountering?
        iv. Is what you are working on going to affect anyone else's work?
    d. Attendance at each meeting is mandatory. When at the meeting, if needed, one is allowed to multitask. However, they should only be working on things related to the project/meeting. Meeting should stay focused otherwise.
2. Objectives
    a. The Project Objectives is as follows: People applying for jobs should be able to use Rapid Resume to expedite the resume fill process. The software should be intuitive and have a friendly UI. The program should also be stable and secure.
    b. The Academic Objectives are as follows: Create and maintain a collaboration where participants will be able to simulate and learn from a hypothetical company and journey through the Pedal Software Engineering Process.
3. Project Description
    a. Applications for jobs usually have an autofill feature. This feature is prone to a number of errors and rarely fills fields correctly. It leads to an annoying, tiresome, and slow manual process of copying everything over. The goal of Rapid Resume is to expedite that process and allow users to copy things over more efficiently so that less time is wasted. The program will also expand to have its own autofill systems that will work for the larger portals that companies tend to use (i.e. Workday). The primary market for this product is anyone applying for a job, and because of the prevalence of the autofill issue, it works for applicants of all levels of their career and the majority of disciplines.
4. Project Requirements
    a. Added during Sprint 0
5. Risks - Address the risks faced by the project
    a. Added during Sprint 0
6. Definition of the term done for Sprints

    a. A sprint is done when either two weeks have passed or the initial goal has been reached to an acceptable level. Acceptable level is highly circumstantial, it can be a base-level implementation or a secure and well designed feature. The acceptable level shifts depending on the priority and necessity of that particular sprint. If it is a non-crucial component and an MVP has been reached, it may mean the sprint is considered done. If it has reached MVP and there are higher risk sprints that could be started, the sprint is over and a new one begins. If needed, return to that completed sprint later to improve it. Even if not completed and two weeks have passed, the sprint has ended and it may just have to be completed in another sprint.
7. Key Players and Stakeholders
    a. DUCS
        i. Our client that has contracted that we have to appease is DUCS. Their role is to fund and oversee our software engineering process. As such we need to ensure they are aware of what we are working on to allow them to stay informed. This occurs on a bi-weekly schedule.
    b. Max
        i. Chief Security Engineer
    c. Taylor
        i.
    d. Ben
        i. T
8. References
    a. Common portals
        i. Workday
    b. Competitors
        i. Simplify Copilot
        ii. Indeed and LinkedIn Easy Apply (Similar programs like that. These are more things we want to emulate for businesses that do not use these)

1. Team Setup
   a. Team Values – What values does the team hold? (Think Scrum Values)
   b. Team Communication – How will the team communicate?
   c. Team Standup – When will the team hold standups? What questions will each team member answer?
   d. Team Rules – What are the rules or expectations to which all members are expected to adhere? (ie attendance, phone use, communication, …)
2. Objectives
   a. Project Objectives
   b. Academic Objectives
3. Project Description – This is a high level description of the project and problem. It should address project motivation, the project rationale, and the problem addressed.
4. Project Requirements – Address the (high level) requirements of a problem solution. This should not address a solution. Address only the problem. (Added during sprint zero (System Inception))
5. Risks – Address the risks faced by the project. (High level risks – identified during sprint 0.)
6. Definition of the term done. (What does it mean for a sprint to be done? It certainly means that 2 weeks have passed! How else will you know that a sprint is finished? If it is not, then you have to plan what to do with the tasks you did not get finished. What you need here is a general statement of how your team will determine a sprint is finished.
7. Key Players and Stakeholders – List who will be involved and the role(s) they play in the team.
8. References – Links to any resources or materials that are used in the charter or are useful for the project. For example, a link to a detailed problem description a company home page, a description of a regulation, or a regulatory body home page.