CHARTER TEAM

**Version1.0**

**Phạm Quốc Nhân**

**23/10/2019**

**VERSION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Quốc Nhân | 23/10/2019 |  |  | Team Charter |
| 1.1 | Quốc Nhân | 15/11/2019 |  |  | Update v1.1 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table of Contents

[1. Purpose 4](#_Toc22683593)

[2. Goal 4](#_Toc22683593)

[3. Member contact information 4](#_Toc22683593)

[4. Member role, name, strength, weakness and expect 5](#_Toc22683593)

[5. Ground RULES 5](#_Toc22683593)

[6. Communication plan 6](#_Toc22683593)

[**6.1 MEETING TIME AND LOCATION 6**](#_Toc22683594)

[**6.2 COMMUNICATION AVENUES 6**](#_Toc22683595)

[**6.3 MEETING TIME AND LOCATION 6**](#_Toc22683594)

# 

# Purpose

After being sent a request to select a project as a graduation project, we carefully discussed and decided to choose 5 members with enough roles to form a group. We receive a real estate project from a 6th course guy and act as a customer, who wants the product to run on iOS and Android apps and use webgis as a normal website to display a map up there.

1. **Goal**

We will set out processes and plans specifically to disseminate to all members to apply the right process and schedule to the best output. We will constantly learn from each other and create a healthy, sociable and fun environment. After the morning of October 18, 2019, all members were ready to commit to taking the time for the graduation project.

1. **Member contact information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Email | Phone |
| Huỳnh Tuấn Đạt | Leader | huynhtuandat2797@gmail.com | 0915640755 |
| Phạm Quốc Nhân | Member | phamquocnhan147@gmail.com | 0368129228 |
| Trịnh Như Phương | Member | trinhnhuphuong.qn1@gmail.com | 0392832542 |
| Trương Quang Vương | Member | quangvuong12c7@gmail.com | 0398979515 |
| Nguyễn Anh Minh | Member | nuanmi155@gmail.com | 0772472828 |

1. **Member Roles, name, strength, weakness and expect other members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Member name | Member roles | Strength | Weakness | Expect |
| Huỳnh Tuấn Đạt | Leader | Quick learner,  Sociable | Coding | - Complete the graduate project  - Learn more new knowledge |
| Phạm Quốc Nhân | Member | Design | Code | - Complete the graduate.  - Not much arguing issues.  - Take responsibility for yourself. |
| Trịnh Như Phương | Member | Test | Code | Complete the graduate project |
| Trương Quang Vương | Member | BA | Code | All member try hard to complete project with highest result |
| Nguyễn Anh Minh | Member | Design | Code | Complete the graduate project |

1. **Ground Rules**

|  |  |  |
| --- | --- | --- |
| STT | Name Of Rule | Punish |
| 1 | Be late for group meetings | - Less than 15 minutes late from the start of the reminder.  - Delay from 15p, 30k / 1 time. Add 30k after every 30 minutes |
| 2 | Absent from group meetings | 50k/ 1 times |
| 3 | Going late at mentor meetings | 40k/1 times |
| 4 | Absent from mentor meetings | 60k/ 1 times |
| 5 | Create division among group members (speak ill, argue) | 100k/1 times |
| 6 | Submit deadlines late | 50k/ 1 times |
| 7 | Reject the assigned task | 1st reminder. Continue to refuse 50k fine |

1. **Communication plan**
   1. Meeting Time and Location:
   * Meeting mentor: Tuesday & Saturday each week,

Tuesday at 3:30 pm (4th floor)

Saturday at 1:00 pm (4th floor)

* + Team meeting: Monday & Thursday each week, 8:00 am (coffee shop)
  1. Communication Avenues
  + E-mail
  + Cell Phone
  + Facebook
  + Zalo
  1. Code management & tool:
  + Github desktop
  + Google drive
  + Facebook