**Team Charter**

**Team Name**

Team MacGean

**Team Members**

**Contact:** Michael MacGean: (902)-403-8062, mc834711@dal.ca

**Skills:** WordPress, Drupal, Django, Leaflet, OpenLayers, Web Development, Document Design and Agile Development.

**Role:** Team Leader

**Contact:** Brendan Chan: (902)-789-3089, fr344393@dal.ca

**Skills**: Drupal, HTML, PHP

**Role**: Web developer

**Contact:** Darcy Fernando: (902)-580-1120, dr760276@dal.ca

**Skills:** HTML, PHP (Basic), Documenting skills, Drupal (Basic)

**Role:** Web Development & Documentation

**Contact:** Tianqi Zhou: (902)-719-9156, tn986345@dal.ca

**Skills:** Java, Network Security, C++, game design

**Role:** Web developer

**Team Communication**

**Meeting Time**

11:30 Tuesdays, 4th Floor CS Building

**Communication Tools**

Our team will use Slack, Github and Google Drive. A Slack channel has been created for us to use for the semester. This will be the team’s main form of communication. Here we will share messages between group members as well as the course instructor. Github will host our code repository and version control for the term. Google Drive will contain all of our group’s documentation and assignments.

**GitHub**

Michael MacGean - MichaelMacgean

Brendan Chan - bchan95

Darcy Fernando – dmsfernando

Tianqi Zhou – ztg2008

**Project Goals**

The goals for this project are laid out by the client in the RFP. They are as follows:

1. **Choosing a proper CMS** - The Summer 2016 group spent time looking at WordPress for a CMS but determined that another solution should be researched. Our team will look into other options, like Drupal, as a possible CMS.
2. **Laying the foundation for the project using the proper CMS** - Once a proper CMS is chosen our team will work to lay the groundwork for future groups to build upon.

**Rules & Expectations**

1. All team members will treat each other with respect.
2. All team decisions will need to pass with a majority vote (2/3). Ties will be decided by the team leader.
3. All conflicts will be resolved with an open team deliberation. If the conflict cannot be resolved by the team, the team leader will decide the outcome. If the team leader is involved in the conflict, another deliberator that is not involved will stand-in for the team leader.
4. If any member is absent for three consecutive meetings without any notice or reasonable excuse, the other members of the team will decide if there are any consequences.
5. All tasks will need to be completed 24 hours in advance of the assigned due to date to allow time for testing or editing. Any tasks not completed, without reasonable excuse, will be noted in team leader reports.
6. Any changes to charter will be made as amendments and will need to be passed by the team unanimously.