**Team Charter**

**Purpose Statement and Team Objectives:**

This team has formed to complete the ICT283 final project. Our objective is to demonstrate a solid understanding of the mathematics, physics and graphics pipelines involved in the creation of computer graphical demonstrations that model some aspect of the real world. We are committed to learning to work effectively as a team.

**Potential Obstacles:**

Potential obstacles the team has identified and plan to avoid include:

- project scope “creep”

- unequal distribution of work

We plan to avoid these problems by clearly defining the final goal of the project and splitting the final goal into achievable milestones. These milestones will mark the completion of one part of the system. Milestones will contain a series of tasks that are completable in one-week. Each team member will be responsible for completing their tasks for the given week. If a team member believes that their task cannot be completed in one week, they should notify the team immediately. Some milestones will be marked as “submit-ready”. This means that the assigment will be ready for submission on the completion of that milestone, even if the final goal of the project has not been reached yet. This gives the team something to fall back on in-case the final goal proves to be more than we can complete in the time given. These “submit-ready” milestones must also include all the documentation required by the final project.

The quantity of tasks for each team member will be distributed as appropriate.

**Expectations of Team Members:**

All team members will abide by the code style guidelines strictly (attached, otherwise found under the “doc” folder in the Github repository). This is to ensure the codebase remains consistent in the way it is used and design is not compromised.

All team members will use Git effectively to save their work and facilitate concurrent group modification of the codebase.

All team members will work towards small, submit-ready milestones (this includes all documentation!) over the course of the project. Each team member will work towards the current milestone only. Team members should refer to the “Milestones.doc” for more information about the current milestone. The milestones document will list each team members responsibility for that milestone. When a team member completes a milestone task, they should update the milestones document to show this.

All team members are responsible for documentation.

Each team member will give appropriate weighting to this assignment. Team members should ensure that they balance time between units.

Team members should ensure that their code works under a reasonable set of use cases. If one team member finds a problem with another team member's code, the team member who identified the bug must contact the author of the offending code FIRST and allow them to fix the problem.

Each team member must fully document their code as they go. External comments should use the doxygen style decided upon by the group. Internal comments should be clear, concise and informative.

**Team Rules:**

Team members may work to their own schedules but should consider their wellbeing foremost. Ideally, team members should spend one day a week resting. If a team member is feeling stressed in their responsibilites they are encouraged to bring it to the attention of the team immediately (the work can easily be redistributed).

Team members should behave in a respectful manner to one another and respect one another's time and constraints.

All team members will abide by all items listed in the Team Charter.

**Communication:**

Communication is flexible, but important communication should be thru the Facebook group for the project. All team members have access to this page.

Meetings involving heavy discussion or planning should be held face-to-face.

**Conflict resolution procedure:**

In the event of a conflict, each of the involved parties will be given a chance to talk. The other parties are expected to actively listen and assess the potential solutions. If, after hearing each party out, the team cannot come to a conclusion, each party will be given time to research and provide further evidence for their case. Again, each of the parties will actively listen to the others and assess potential solutions. Finally, if a solution still cannot be decided upon, the issue will be taken to an agreed individual with technical knowledge in the subject of debate and their opinion taken as the solution to the problem. This final stage should be a last resort. This entire process should not last more than 1 – 2 days.

**Distribution of Marks:**

No matter the final distribution of work, the team has agreed to give each group member an equal share of the final mark.

**Constraints on each Team Member:**

Samuel Evans-Powell:

- Doesn't work on Sundays, otherwise very flexible.

**Team member contact details:**

Samuel Evans-Powell (32290086)

0401579005 (email or Facebook preferred)

[samueldavid.ep@gmail.com](mailto:samueldavid.ep@gmail.com)

Michael Baker

INSERT CONTACT DETAILS

Kieron van der Kwast

INSERT CONTACT DETAILS

**Team members that agree to the team charter:**

Samuel Evans-Powell