**Project Team Charter**

**Social Recruitment Website**

**<Partner Organization (if any)>**

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| Industry Partner |  |
| Primary Instructor | Anjana Shah |
| Team Member | Sunny Arun |
| Team Member | Yoo Kyung Baek |
| Team Member | Tan Loi Ngo |
| Team Member | Xiaolin Wang |
| Team Member | Ke Wang |

Document Revision History

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| --- | --- |
| Revision # | Date |
| 3 | October, 05, 2021 |
| 6 | October, 06, 2021 |

**TEAM CHARTER**

1. **Purpose**

* The purpose of forming our team and the anticipated outcome is to give each member of the team the opportunity to work together to create a perfect project. It creates an environment where each member can bring different ideas, skill sets and work together work towards the common goals and objectives.

1. **Background**

* Our team project objective is to create a recruitment website that allow people view available jobs and for job seekers to find employment. People can register to become member and upload their resume/portfolio in order to find the appropriate job based on their skills and education. Employer/ companies can post advertisement for positions that need to fill. This will be a hub for them to look for potential employees to recruit for job openings within their company.
* Our team organization structure includes 5 members, all of whom are programmers. Two of the members of the team are also Publicity Representative (PR) and will represent the group to present in meetings with instructor. All team members are responsible to attend all meetings, oversee the entire project and ensure the team stay on tasks and meet our project objective.
* The users/customers of our projects are as follows:
  + Recent graduates, unemployed people who are looking for jobs.
  + Employers/companies who are looking for talent to hire to joint their team.
* This is a special project that helps recent graduates and the unemployed to find employment that fits their education and skill sets. Employers and companies can look for employees easily.

1. **Scope**

* Scope: A website to generate recruitment documents for recruiters and receive applications. Upload resume, setup portfolio and submit the application.
* Mission & Objectives: The mission and objectives of our team is to develop a recruitment website which can help recent graduates, unemployed people to search and view jobs, post their resume, and design their portfolio; employers/companies can post job ads, find new employees easily.
* The team's role in achieving project scope: follow the workflows and plans that was developed by the team.
* The high level goals the team must accomplish:
  + Provide an easy to navigate website where Companies/Employers can upload the job advertisements.
  + Develop a database of qualify candidates for employers to search and contact prospective employees.
  + Provide Job seekers a seamless website that they can upload their resume, set up their portfolio and apply jobs.
  + Develop a database of available position that job seekers can search and apply directly.
  + Develop workflow whereby employer and jobseekers can connect including notifications when someone apply for a job or when an employer is interested in reaching out to a potential employee.

**4**. **Team composition**

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

* Everyone in a team is the same role as a programmer. Each one provides support and assistance to team members if they need it and update their task status

5. **Team empowerment**

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

* All team members are empowered to add their voices and opinion within each of the development steps in order to provide feedback and ideas that will improve our project.

6. **Team operations**

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.).

* Team decision process:
  + Each member of the team has an equal say in the project.
  + If there are any changes or input that they would like to bring up, everyone is entitled to however the majority of the team must agree in order for the idea or changes to be implanted.
  + Each member is expected to present a short status report for their task every week on discord group.
  + If a member is unable to attend, a notification must be sent to the group.
  + If anyone who is absent the meeting twice, they will have a warning and can be kicked out of the team.
  + Anyone who are not performing will have opportunities to tell the team why and if need be, we will make reasonable accommodation to assist them.

7. **Team Performance Assessment**

(Document key areas of performance needed for team success along with means of measuring progress.)

* Team members are expected to perform all tasks assigned to them and weekly status meetings are held to provide updates of these tasks.
* Overall progress of team tasks is measured against project timelines to ensure project is on schedule

8. **Signature Page**

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

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| **Name** | Signature | **Date Signed** |
| Sunny Arun | Sunny | October 08, 2021 |
| Yoo Kyung Baek | Ashley | October 08, 2021 |
| Tan Loi Ngo | TLN | October 08, 2021 |
| Xiaolin Wang | Eric | October 08, 2021 |
| Ke Wang | Vicky | October 08, 2021 |