



ITECH3208 – Project 1

Team Charter

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Group – 1

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Selected Project

Project name : Development of a Comprehensive E-commerce Website for the XYZ Medical Company (for the Indian Market)

Client : XYZ medical company – Abbas Shaik – ashaik@atmc.edu.au

Team Charter

Agreement and Approval

All team members have discussed and agreed to the team charter. Each member has signed this document, confirming their commitment to the outlined guidelines, expectations, and responsibilities. (*How to Create a Team Charter in 10 Steps [With Examples] | Nulab, n.d.*)

Ways of Working

1. Communication and Collaboration :

- Document Collaboration : We will use Google Docs for version control and document collaboration. All code, documentation, and project artifacts will be maintained in our private group. (*5 Best Practices for Every Project Team, n.d.*)
- Project Task Tracking : Jira will be used for task management and sprint tracking. User stories, tasks, and bugs will be managed in Jira.
- Meetings : All meetings, including daily standups, sprint planning, and retrospectives, will be conducted via Microsoft Teams. Calendar invites will be sent for all scheduled meetings.
- Software Collaboration : Visual Studio Code will be our primary code editor, with all integrations and plugins configured for collaboration. (*5 Best Practices for Every Project Team, n.d.*)

2. Guidelines for Decision-Making :

- Consensus Building : Decisions will be made through consensus, ensuring that all voices are heard before finalizing any action.
- Expert Input : For technical decisions, input from the team member with relevant expertise will be prioritized, though team-wide discussion is encouraged.
- Escalation : In case of unresolved disagreements, the Scrum Master will mediate, and if necessary, escalate the issue to higher management.

3. Conflict Resolution :

- Direct Resolution : Team members should first attempt to resolve conflicts directly and respectfully. (*5 Best Practices for Every Project Team*, n.d.)
- Mediation : If unresolved, the Scrum Master will step in to mediate.
- Final Resolution : As a last resort, unresolved issues will be escalated to an external mediator or management.

Definition of Done (DoD)

The following checklist defines when work is complete on a sprint :

- Acceptance Criteria : All acceptance criteria for the user story are met.
- Testing : Unit tests have been written and passed. Code has been peer-reviewed and tested in the staging environment. (*Definition of Done (DOD): Why & How to Use It in Agile Project*, 2024)
- Code Review : Code has been reviewed and approved by at least one other team member, with no critical issues outstanding.
- Documentation : Relevant documentation, including user manuals and API documentation, is up-to-date. (*Definition of Done (DOD): Why & How to Use It in Agile Project*, 2024)
- Client Acceptance : The client or Product Owner has reviewed and accepted the completed work.

Working Team Agreement

1. 'We work best when ...'

- We communicate openly and honestly. (*Creating a Team Working Agreement*, n.d.)
- We respect each other's ideas and opinions, even when we disagree.
- We commit to our roles and deadlines.
- We maintain a balance between work and life, respecting each other's time.
- We stay focused during meetings, ensuring they are productive and concise.

2. Communication and Meeting Procedures:

- Standups : Daily standups will be 15 minutes long, focused on progress updates, blockers, and plans for the day via MS Teams.
- Workshops : Scheduled as needed, workshops will focus on specific topics like user story development or technical deep-dives. (*Creating a Team Working Agreement*, n.d.)

- Documentation : All user stories, meeting notes, and decisions will be documented in Confluence, linked to Jira tasks.

Team Calendar

- Daily Standups : Monday to Friday via MS Teams.
- Sprint Planning : Every Monday.
- Sprint Reviews : Every alternate Friday.
- Retrospectives : Every alternate Friday following the Sprint Review.
- Backlog Refinement : Every Thursday.
- Other Meetings : Ad hoc meetings scheduled as needed, with invitations sent via MS Teams.

All meetings are scheduled and visible in the MS Teams calendar.

Team Values

- Good Communication : We prioritize clear, concise, and respectful communication.
- Active Listening : We listen to understand, not just to respond.
- Respect : All team member's contributions are valued equally.
- Punctuality : We respect each other's time by being punctual and prepared for all meetings. (Blog, 2024)
- Transparency : We are open about challenges, progress, and feedback.

SCRUM Roles and Responsibilities

- Scrum Master : Harmanpreet Singh Bedi
Responsibilities : Facilitates Scrum ceremonies, removes impediments, ensures the team adheres to Scrum practices.
- Product Owner : Harmanpreet Singh Bedi, Devansh Mahajan
Responsibilities : Manages the product backlog, ensures that the team delivers value to the client, prioritizes user stories.
- Development Team : Sahejdeep Singh, Aakash, Harmanpreet Singh Bedi, Devansh Mahajan
Responsibilities: Responsible for delivering potentially shippable product increments at the end of each sprint.

Team Member Expertise and Leadership

- Harmanpreet Singh Bedi : Frontend Development & UI/UX

Role: Technical lead on UI/UX design, responsible for implementing responsive designs and ensuring compatibility across devices.

- Devansh Mahajan : Backend Development & Database Management

Role: Technical lead on server-side logic and database management, ensuring scalability and performance.

- Aakash : Integration

Role: Oversees CI/CD pipeline, manages integration of APIs, and ensures seamless deployment processes.

- Sahejdeep Singh : Quality Assurance & Testing

Role: Leads testing efforts, ensuring code meets quality standards and acceptance criteria before deployment.

Each team member will also provide support and peer review in their areas of expertise, contributing to continuous improvement and knowledge sharing.

References

- *How to create a team charter in 10 steps [with examples] | Nulab.* (n.d.). Nulab.
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<https://www.scrum.org/resources/creating-team-working-agreement>
- Blog, M. (2024, January 10). *Team values: their importance, how to create them, and examples.* <https://www.usemotion.com/blog/team-values>