Team Charter & Roles

Project Name: SLW Home Improvements Management System (MIS 4173)

Team #1

Sprint 1

Date: 2/10/24

Team Members and Roles

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| Name | Role | Responsibilities |
| Jackson Ingalls | Database Coordinator | Responsible for designing and maintaining the project's database, ensuring data integrity, security, and efficient retrieval. |
| Carson Hatem | Systems Analyst | Analyze system requirements, evaluate current process, and propose solutions for improvements. |
| Austin Bing-Zaremba | Business Analyst | Identify business needs, gather requirements, and translate them into actionable project goals. |
| Christian Lancaster | Co-Product Owner | Shares responsibility for defining product vision, prioritizing backlog items, and ensuring the development team delivers value to stakeholders. |

Team Goals and Objectives

* **Deliver a Functional and User-Friendly System:** Make sure the database and website are user-friendly, efficient, and intuitive to satisfy the demands of SLW Home Improvements.
* **Complete the Project on Time and Within Scope:** Adhere to budgetary restrictions and maintain alignment with project goals by following a planned timeframe.
* **Ensure Data Security and Reliability:** Put security measures in place to safeguard client data and uphold system integrity.
* **Test and Validate System Performance:** Before deploying, carry out extensive testing to find and fix any problems and guarantee a seamless user experience.

Communication Plan

* **Meeting Schedule:** At least every Sunday & Wednesday at 7PM including daily check-ins via Discord
* **Primary Communication Tool:** Discord, Microsoft Teams
* **Documentation Storage:** Github for uploads, Microsoft Teams for works in progress

Team Expectations

* Be punctual and attend all scheduled meetings
* Complete assigned tasks on time and keep the team updated on current progress
* Be respectful and open to feedback
* If a team member is unable to complete a task, inform the team at least a day in advance.

Signature & Agreement

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| --- | --- | --- |
| Name | Signature | Date |
| Jackson Ingalls | *Jackson Ingalls* | 2/10/24 |
| Carson Hatem | *Carson Hatem* | 2/10/24 |
| Austin Bing-Zaremba | *Austin Bing-Zaremba* | 2/10/24 |
| Christian Lancaster | *Christian Lancaster* | 2/10/24 |