**TEAM CHARTER**

****

**Author: Imgineers team**

**Date: 15/10/2016**

**Revision history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Notes** |
| **1.0** |  | Viet Dang | Created |
| **1.1** | 15/10/2016 | Viet Dang | Updated |
| **1.2** | 29/11/2016 | Viet Dang | Update Worktime |

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# PURPOSE

* The purpose os this document is to introduce about development team- their scope, plan, and commitment in the VNS project
* Also, the desired end results and deliverables of the project will be mentioned in the document

# TEAM INTRODUCTION

## Team purpose

- The team name is IMAGINEERS .

- IMAGINEERS is combined between “Imaginative” and “Engineers”.

## Logo



## Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Skype** |
| Nguyen Bao Thach | Team leader (Scrum master) | b.thach511@gmail.com |  |
| Nguyen Huu Tai | Team members | nguyenhuutai1995k19t01@gmail.com | huutai1995 |
| Nguyen Hoang Nam Phuong | Team members | nguyenhoangnamphuong2110@gmail.com | nam\_phuong1994 |
| Dang Quoc Viet | Team members | vietdang.2509@gmail.com | viet.2509 |
| Nguyen Dang Quang | Team members | ndq.quang511@gmail.com | quang\_nguyen73 |
| Tran Phan Trung Chanh | Team members | hunteratthenight@gmail.com |  |

## Worktime

* The team has been commissioned to work together for six months to deliver product to customer
* Team is commited to work 5 days/ a week from Monday to Saturday( Apply Overtime if the progress behind the schedule)
* Worktime is 5 hours a day(start time could be active based on school schedule)

🡪 Any changes to worktime will be documented as an update version of this document

## Worktime

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commitment** | **Workweek** | **Place** | **Duration** | **Type of meeting** |
| 30hrs/week  5 hrs/day  Mon🡪Sat  Sunday is off | Mon 🡪Sat | Floor 7th | 15 mins | Daily scrum |
| Monday | Room 701C | 1-1.5hrs  Start 13h30PM | Mentor meeting |
| Optional: after sprint end day | Room 701C | 1-1.5hrs  Start 13h30PM | Sprint review |
| Optional: after Sprint review | Room 701C | 1-1.5hrs  Start 13h30PM | Sprint retrospective |
| Tuesday | Room 701C | 1-1.5hrs  Start 13h30PM | Team meeting |

# Desired end result and Deliverables

## Scope

* The scope of the project is defined what will be delivered after the project and is documented as high-level requirements and User stories in the Product backlog
* Any changes to Scope will be updated in Product backlog

## Desired end results

* Team go on track and receive good feedback from customer
* Team deliver on-schedule and in-scope value to customer
* Team get experience from project: Agile methodology, management matters, start up idea to build a skillshare community

## Reporting plans

* Team will report the progress to mentor every week to receive advices and adjust progress to meet the plan
* Team will have meeting with customer to receive feedback and also review the product increment after a timebox-Sprint
* The time of specific meeting is listed and updated in Worktime section of this document

## Deliverables

|  |  |  |
| --- | --- | --- |
| Category | Work item/Phase | Extra information |
| Product | Product increment | Each Sprint will produce a product increment that is a  running system on development environment to deliver to customer for feedback |
| Final product | Deploy on customer site, running system on production environment for intended Users |
| Document | Initiate | Team charter |
|  | Team Policy |
|  |  | Process Decision |
|  |  | Process model (methodology) |
|  | Feasibility report |
|  |  | Project charter |
|  | Sprint 0( Pre-planning) | Product backlog |
|  |  | Product architecture |
|  |  | Training Plan |
|  |  | Training Assessment |
| --Maintained Product backlog & Release plan-- | Release Planning | Release plan |
|  |  | Estimated Product backlog |
|  | Sprint planning | Sprint backlog  Sprint goal  Definition of Done |
|  | Sprint execution |  |
|  | 1. Design | Prototype-UI design |
|  |  | Database design |
|  |  | Use-case specification |
|  | 1. Code and Do Unit test | Source code |
|  |  | Unit test case |
|  | 1. C.I(Con. Intergrate) | Build |
|  | 1. Do acceptance test | Acceptance test case |
|  | Sprint review | Sprint report  Sprint demo(product)  Sprint feedback |
|  |
|  |
|  | Sprint retrospective | Reflection  Process Improvement doc |