

# Team Charter

## Members

Our IT Team consists of Damon, Scott, Ian, and Josh. All members are currently enrolled in the Infrastructure and Computing Technologies program at Okanagan College.

## Goals and Objectives

- A network design that meets requirements while being quick to redeploy
- Thorough final documentation:
  - As-built instructions
  - Scripts for automating deployment
  - Logical and Physical diagrams
- Ease of user access:
  - Single login
  - Login is based on BCID
  - Temporary password is “P@ssw0rd” with user birth-year appended to it, for example if user was born in 2003, their password would be “P@ssw0rd2003”
- Hold and deliver the project in accordance with government security requirements

## Communication

The group members, Scott, Ian, Damon, and Josh will communicate through Discord when not on site. There will be a scrum meeting each morning, and a sprint retrospective at the end of each 3 day sprint. Additional meetings may be agreed upon for planning purposes. All internal documentation and diagrams will be available online through a Google Drive folder that each group member will be able to access as a reference or to stay current if absent.

Daily Meetings will take place at the start of the workday and will be 10 to 15 minutes in length. They will follow a Scrum format with each team member sharing:

- What did I accomplish yesterday?.
- What will I work on today?
- What roadblocks have I run into?

Sprint retrospectives will be less formal meetings 30 to 60 minutes in length, and will follow a format of each team member sharing:

- Things I liked
- Things I learned
- Things I lacked
- Things I longed for

## Attendance

Attendance at the worksite and to meetings is mandatory unless stated prior, and any absent members will be required to provide their Agile meeting contributions to the team through Discord, unless unable to in special circumstances.

## Documentation

All documentation will be created with a mixture of Visio, Google Docs, and Google Slides. This documentation will be kept up to date as the project expands or changes throughout deployment.

All documents will be subject to the same style, utilizing the font Arial, with 12pt or 14pt font sizes. All Visio diagrams will be standardized with the same template, and design. All citations will be made using the IEEE standard.

## Project management

Github projects will be used to kanban board the tasks and responsibilities of each group member. All user stories will be tracked as well as tasks derived from those stories. Additional project details (charter, diagrams) are also available on the Github project page

User stories will be used to track goals and progress. User stories will follow the template:

- As \_\_\_\_\_
- I want to \_\_\_\_\_
- I need this because \_\_\_\_\_
- We know this is done when \_\_\_\_\_

Tasks will be used to track technical requirements that satisfy user stories. Tasks will be formatted as a checklist of smaller subtasks and will be labeled with their associated user stories