

Team Charter - Team Violet

ITC303 - valid as of 15/03/2017

Team Mission and Objectives or Goals



Team Members

| Name | Email | GitHub username |
|---------------|---------------------------|-----------------|
| Hugh Lawrence | hughlp@live.com | hughlp |
| Shailesh Jha | shae.jha@gmail.com | sjha02 |
| Somer Hayter | somer.hayter@gmail.com | remos |
| Erin Tewes | leseptdecarreau@gmail.com | quantumcat1 |

Team Mission and Objectives

Team Violet will strive to collaborate, formulate and incorporate all aspects of our technical skills and teamwork into our workflow. We will divide our work, and conquer this assignment. By effectively using each team members strongest strengths and abilities we will complete this class with a functional project.

Purpose

- To complete ITC303 as a group, with at least a Distinction average
- All team members must collaborate with all tasks
- Tasks must be completed with the appropriate amount of time and respect as required to be functional, and not rushed.
- All team members will be developing new skills and aptitudes that they can not only apply to this project, but to aid them in their future studies or career.
- Members must notify the team of any commitments at least 48 hours before meetings or due dates that might be hindered by the commitment.

Team Member Skill Inventory

Erin Tewes:

- Java
- PHP, MySQL
- JavaScript, Ajax.
- C++

Hugh Lawrence:

- Java
- database management systems, MySQL
- mobile applications
- IT project management
- IT security.
- HTML
- Python

Shailesh Jha:

- Java
- oracle SQL
- R
- Enterprise software development exposure

Somer Hayter:

- Python django
- MySQL, SQL, PostgreSQL
- Java
- Python
- HTML, Javascript, Sass/CSS
- C#, C++, PHP
- Managing small linux(debian) servers to host web applications

Role Identification

Roles will be rotated weekly, and assigned during weekly meetings. The roles to be rotated are as follows:

- **Leader/Chairperson:** Ensures all agenda items are addressed/touched on during each meeting and mediates any arguments with final say.
- **Scribe:** Maintains a meeting summary in dot points and publishes it to the team BaseCamp after the meeting
- **Secretary:** Records the minutes of the meeting and notes down the agenda for the next meeting. Publishing it for the rest of the team to access before the next meeting.
- **Technical Assistant:** Takes notes of anyone's difficulties brought up during the meeting and finds documentation/information to share, or otherwise offers a solution to the member experiencing a problem.

Ground Rules

- Assignments
 - During weekly meetings responsibilities and roles for the next iteration will be assigned.
 - Deadlines will be agreed upon and set in meetings
 - To meet each deadline on time, work must be submitted to the group before the due date. This will allow each team member to review and audit where necessary, each other's work.
 - As all team members have specified that desire to receive an end mark of a distinction - High distinction; Work must be completed to a functionally operating level. If a member is struggling to get their assigned task to function as required they must ask for assistance before the due date.
- Meetings
 - Attendance to meetings is mandatory with exceptions to an emergency, or prior notification to the group. Repeated failure to attend scheduled meetings (three times in succession or as agreed by remaining group members), whether due to emergency or with notification, will be grounds for a strike.
 - Official group meetings will be held in Slack on Tuesdays at 9pm. Official oversight meetings will occur every fortnight starting on the 14th March.
 - Team members must have their previous task ready to share with the group at each meeting where required.
 - During weekly meetings we will evaluate the progress each team member has made toward their tasks.
 - Slack.com has a helpful notification system that will alert team members.
 - All record keeping will be either stored in Slack.com or noted by the team scribe, and filed on BaseCamp.
- Attitude
 - All conversation must be kept at a G-rating.
 - All team members are equal, and there is to be no discrimination of any kind
 - We are all here to learn and grow our technical skills. There is to be no shaming of any team member who needs help on a task; as each team member has different strengths and weaknesses.
- Contacting
 - Email using addresses noted in list of team members
 - Slack.com is the group primary push to communicate tool, and will be used for private team meetings.
 - Slack.com keeps an accurate log of all conversations.
 - Each team member must be willing to respond daily as agreed
- Exceptions
 - Exceptions can be made in the case of an emergency, or when prior notification has been given to the group (to a limited extent - see first bullet point under 'Meetings').
- Decision Making
 - All decisions are a consensus with the entire group.
 - In the case of a disagreement a vote or compromise will be reached.

Conflict Resolution Mechanisms

- Disagreements will be resolved by a consensus, vote or compromise
- Not following through with previous agreements affects all team members; each team member has a responsibility to try and complete the task assigned.
- In cases where a team member finds a task assigned difficult to complete, this is not a problem if they ask for help prior to the due date of said task.
- Attendance to meetings is mandatory unless a prior notification or in an emergency.
- Strikes
 - In a case where three team members feel one team member has let the team down by failing to meet one of these agreements, they can issue a strike against them. When a strike is issued, the reason behind the strike and evidence of failure is documented.
 - Once a team member has been given three strikes, the rest of the team will discuss their next action, and if they decide to remove the team member in question, will assemble evidence and organise a meeting with the instructor (James Tulip) to discuss the removal of the team member in question.

Sign Off

I have participated in the development of this charter and agree to it.

| | |
|---------------|-----|
| Erin Tewes | ET |
| Hugh Lawrence | HLP |
| Shailesh Jha | SJ |
| Somer Hayter | SH |

Date: 10/03/2017

I have read the amended version of this charter and agree to it.

| | |
|---------------|-----|
| Erin Tewes | ET |
| Hugh Lawrence | HLP |
| Shailesh Jha | SJ |
| Somer Hayter | SH |

Date: 15/03/2017