TEAM CHARTER

**Andrew Tobin**

**Pasquale Barilla**

**Zenobia Li**

# Purpose

To be engaged and focused on the task at hand, to work together to allow us all to be successful in the subject, and to use our existing life experiences to further the team.

# Vision

To achieve the highest possible outcome for the subject, and help each other better themselves by sharing our own unique experience and viewpoints.

# Values

#### Sharing

We each agree to share our experiences and background and encourage each other to develop

#### Collaboration

We each agree to be encouraging of a collaborative, working relationship

#### Commitment to better code

We each agree to improve the code base every time we contribute to it

#### Communication

We each agree to be receptive to communication, and to communicate with clarity.

# Goals

Complete subject assessments with high standard.

Learn and practice how to apply specialized skills in version control, software testing, and debugging during software development life cycle in a team environment.

Improve team work efficiency to maximize benefits of the stockholders, and reduce the costs as if it is for commercial project.

# Roles and Responsibilities

Team members will rotate the roles for chairperson at each meeting, and rotate mediator, reviewer and author for each review.

* Meeting chairperson
  + Prepare agenda – the items to discuss (completed work items to be reviewed, current work items status, upcoming work items planning)
  + Record attendance
  + Record and upload minutes
* Mediator
  + Ensure the author delivers code for review on time
  + Ensure reviewer carries out the review within the scheduled timeframe
  + Clarify misunderstandings and mediate disagreements between author and reviewer
* Reviewer
  + Ensure the code meets the requirements
  + Record noncompliant items
  + Notify mediator approved and unapproved items promptly
* Author
  + Complete the code at required standard and timeframe
  + Merge approved code in the team repository and ensure the main line code works

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| --- | --- | --- | --- |
|  | **Mediator** | **Reviewer** | **Author** |
| **Review 1** | Andrew | Zenobia | Pasquale |
| **Review 2** | Pasquale | Andrew | Zenobia |
| **Review 3** | Zenobia | Pasquale | Andrew |

# Mutual Expectations

Open and honest.

Understanding of our strengths and opportunities. A willingness to genuinely help our team members.

Team members are expected to attend scheduled meetings on time, contribute to the group discussion and work.

Understand each team member’s duty, and commit the duty assigned within the expected timeframe.

Make effective communication, state opinions, ask questions, and be a good listener. Provide feedback in a professional way, and receptive to feedback. Stick to the fact and technical aspects.

Raise the existing and potential issues immediately, and open to discussion.

Make information transparent and timely to each other.

# Operating Procedures

#### Team meeting

We will have scheduled weekly meetings via Skype every Tuesday after lecture (8:00pm). It is mandatory for each team member. The meeting will be used for updating the progress, discussing the work items and plans. Each team member will rotate the role of the chairperson, with responsibility for taking and uploading minutes.

We will also have on demand adhoc meetings to discuss and do the actual work. These meetings will be held on an agreed time with required team members.

#### Major deadlines

* 24 July 2015 – Assignment 1 Engagement task
* 28 August 2015 – Assignment 2 Teamwork, version control, and code review
* 25 September 2015 – Assignment 3 Dynamic testing
* 16 October 2015 – Assignment 4 Debugging

#### Communication

Our primary communication methods will be:

* Scheduled and adhoc meetings (Skype)
* Emails outside the meetings for quicker communication
* Team repository and team wiki
* Phone calls when needed

#### Decision making

The principle decisions will be made on assessment/project requirements and code of conduct.

Team members should open discussions, and try to reach agreement in the best interest and everyone is willing to support.

#### Conflict resolution

When there is conflict or issue,

* Address the issue immediately
* Find the root cause of the conflict
* Analyse and solve the uncompromised matters based on facts and benefits

#### Performance evaluation

Evaluate performance as project progresses, against requirements, resource using and project program.