Team Charter

Team objectives

Our goal as a team is to create a cross-platform application which satisfies the client's requirements and successfully fulfills users needs.

Duration and time commitment

The project will last for three months (1st March to 30th June) and each team member is expected to commit and average of ten hours of their time each week, to the project, over this period. Five hours of this time will be made up of stakeholder meetings, one hour will be used to complete project management tasks such as meeting minutes and decision making records which have been divided evenly between the team and the other four hours is to be used for producing work towards the application.

Scope

By the end of this semester, we will deliver an open-source project which covers the tasks outlined in our user story map. This includes adding two additional sensors to the application and performing user testing with potential users. The sensors we will include in our application by the end of the semester will be camera, microphone, barometer, gyroscope, accelerometer, magnometer, ambient light and GPS.

Reporting Plan

To communicate progress with our stakeholders, we will send out a weekly executive summary, which outlines the progress the project team have made throughout the week and identifies which milestones will be focused on in the coming week. This summary will be sent out on Sunday evening, preceding our weekly team meeting, and will be used as a starting point for discussion on progress during our weekly client meeting. This summary will be sent to all stakeholders to ensure all parties are regularly updated on the project status.

Success Metrics

We will consider the project successful if we are able to gain the support of minimum ten users, using the software for six months. We believe this is enough time and users to consider the application fulfilling of our user's needs.

Acceptable behaviours

As a team, we agree to arrive at meetings no later than 10 minutes after the start time or provide reason as to why we cannot attend a meeting with minimum 1 hour notice under normal circumstances. We also agree to reply to communication from other team members within twelve hours and to stakeholders within twenty-four hours. Discrimination, aggression, and ignorance will not be tolerated. If these behaviours persist after warning from the team, it will be brought to the tutor and course convener.

Team member skills

Our project team consists of six Software Engineering students. Although all studying the same degree, we hold different skill sets.

Ryan (Project manager, communication with shadow team and backend developer) – React Native and Project Management

Ian (Frontend app development, screen designer, minute taker and iOS expert) – Network, security, and iOS app development

Michael (Presentation manager, iOS front end developer) – iOS application developer

Tristan (Backend developer, data collection manager, agenda creation and model development) – Android application developer

Chathura (Android frontend developer, model development, quality assurance manager and data presentation manager) – Android application development

Maddy (Client liaison, agile manager, test manager and team reflection director) – Agile project management and testing

Feedback

After receiving feedback from audit tutorials, each team member is to rate the given feedback out of five stars based on how constructive and useful they believe the feedback is. Based on these ratings, all feedback with three or more stars will be added to our reflection table where it is analysed, and decisions are made about how this feedback will improve our project. Our feedback tables contain a status column to keep track of the progress on agreed changes based on feedback.

Processes

Decision making – The team uses slack to vote on decisions. Slack gives the option of 'threads' to allow discussion on decisions which can be easily looked back on. Many decisions are also made in meetings and recorded in meeting minutes. Once a decision has been made from any of the different platforms, they are added to the decision log.

Impact analysis – we identify potential consequences of a change in our risk register and decision log. These documents are in our Gitlab. When modifications are made to accomplish a change, they are recorded in our decision log.

Tooling

Communication – for communication we will use Email, Zoom, Slack and Facebook Messenger.

Documentation – for documentation, project planning and source code management we will be using Gitlab. All our stakeholders have access to this platform and have been added to our project. We also use Miro to create visuals to help our stakeholders understand our system.

Development – for backend development we will be using React Native and for front end we will be using Android studio.

Communication

To communicate the project requirements to all our stakeholders, we will use our user story map. This documents which requirements are going to be implemented this semester in the project and which features will not be part of the minimum viable product which could be added later in the project as the client requires.

Meetings

Tutorial meeting	**Team meeting**	**Client meeting**
Time: Wednesdays 8am-10am Duration: 2 hours Participants: Tutor, shadow team and project team	Time: Wednesdays 10am-11am Duration: 1 hour Participants: Project team	Time: Mondays 1pm-3pm Duration: 2 hours Participants: Client team and project team

How you will be accounting for your time

Each team member is expected to contribute ten hours a week to the project. Five hours of this is contributing to the tutorial meeting, our team meeting, and our client meeting. One hour is contributing to the project team artefacts.

Each member of the team will account for the remaining four hours time they spend on the project each week, by completing tasks assigned in our Gitlab project 'issues'. Each team member is assigned tasks each week which are estimated to take four hours of their time. If one task takes more time than anticipated, team members can seek assistance from other team members, or break their task into smaller pieces within Gitlab, to ensure their project success can be measured. Within our Gitlab issue board, the team estimates how long tasks will take to assist with assigning balanced workloads and keeping track of hours completed by each team member.

User testing

To ensure the team can work with disabled people for user testing, we are required to obtain a permit which allows us to do so. If this permit is unable to be obtained in the project duration, the user testing of the application must proceed with users who are able to give consent to undertake the testing.

Useful resources

Gitlab landing page: https://gitlab.cecs.anu.edu.au/u6668026/sensible-techlauncher