Team Charter

Due Date: Refer to due date POSTED ON BRIGHTSPACE

This template should be loaded into your shared team drive before work on it begins. All team members should participate in building all documentation. The online revision history will be referenced to ensure all team members have participated. All work must be authentic, plagiarism will not be tolerated.

Submit one Team Charter per team (File name: <<team name>> Team Charter) to the project professor via Brightspace and a link to the online document must be provided during submission.

**Submission accompanying report must contain:**

* Link to editable report on SharePoint

The Team Charter is a roadmap of how your team plans to operate.

This page as well as all informational text in italics needs to be deleted before final submission.

When the document is ready, export to pdf and each member **must** sign this digitally. Instructions on how to do digital signatures are on Brightspace. The signed version must be submitted to Brightspace. Failure to have all signatures present, will result in marks removed.

|  |
| --- |
| Team Charter  <Team Name> |
| Prepared By: <List of Team Members (order by last name)>  Algonquin College Professor: <Your course professor>  Date of Submission: 2021-08-25 |

# Table of Contents

You must use proper styles for the Table of Contents to show the correct info, you must update the Table of Contents before submitting.

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# List of Tables and Figures

The list of tables and figures includes tables and figures (maps, graphs …). If not applicable, remove the section. If applicable, update the table below.

**No table of figures entries found.**

# Team Composition and Roles

Identify team members, leadership and roles. Include a picture of each team member. Identify your project professor and your team point person who will be responsible for initiating email communication with the client and the professor, when needed.

# Mission and Objectives

What does a successful project at completion look like? What do you hope to gain from being a team and completing a project?

# Team Operations

Identify the team’s commitment to:

* The number of hours of work expected of each team member per week (suggested 12 hours per week per team member).
* The days, times and locations/format scheduled for regular team meetings (at least twice weekly where attendance will be monitored).
* Name the preferred decision-making strategy (majority rules, consensus …).
* Describe the strategy for allocating work to team members.
* Describe the group rules related to lateness, absenteeism, and low participation.
* Describe one team building exercise used by the team

# Guide to Communications

What are the methods of team communications? How often should team members update the team as to their status?

# Project Timeline

Add key dates of sprints, demos, and final deadline that you are aware of currently.

# Commitment to the Charter

Replace <Team Member’s name> with the team member’s name in the same order as in section Team Composition and Roles. Include the following statement:

Team <<insert team name>> created this charter and agree to adhere to and be accountable for following its spirit and content. Show agreement by signing below.

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|  |  |  |  |  |
| Name of Team Member |  | Signature |  | Date |
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| Name of Team Member |  | Signature |  | Date |
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| Name of Team Member |  | Signature |  | Date |
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| Name of Team Member |  | Signature |  | Date |
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| Name of Team Member |  | Signature |  | Date |