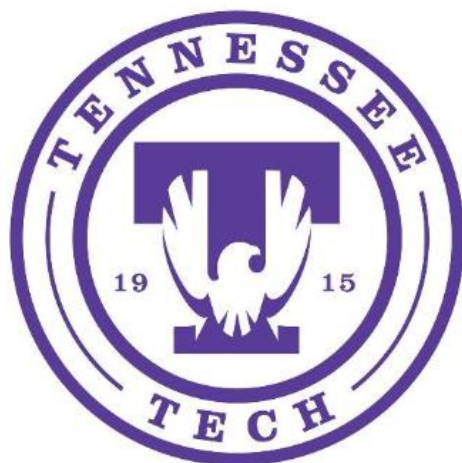

Waterfowl Travel Team Charter



Prepared by the students of CSC 4610 – Fall 2024

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Breanna Woosley

Under the direction of

Dr. William Eberle (Professor)

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Team members:

- Tania Perdomo Flores – (Data Science and A.I.) teperdomof42@tnitech.edu. Phone (931)787-5248.
- Jacob Sullivan - (Information Assurance / Cybersecurity), Phone (423) 963-0150, Email jtsullivan43@tnitech.edu
- Revel Etheridge – (Data Science and A.I (Environmental Science Minor)) (931)-434-7965 raetheridg42@tnitech.edu
- Kenny Adams – (Data Science and AI), Phone (865-696-9934), email kcadams42@tnitech.edu, atomickenny17@icloud.com
- Drew Burkhalter - (none) Daburkhalt42@tnitech.edu (615)-415-2319
- Breanna Woosley - (Data Science and AI) bnwoosley42@tnitech.edu (931) 247-1132

Roles	Descriptions	Names
Scrum Master	Rotates every week. This person facilitates the scrum activities.	Tania Perdomo Flores Jacob Sullivan Revel Etheridge Kenny Adams Drew Burkhalter Breanna Woosley
Developers	This person is able to implement technical stories into the existing project. They should also be able to complete this while maintaining good code practices and documentation.	Tania Perdomo Flores Jacob Sullivan Revel Etheridge Kenny Adams Drew Burkhalter Breanna Woosley
Testers	This person understands the workings on the unit tests and contributes to the integrity of the application through test design.	Tania Perdomo Flores Jacob Sullivan Revel Etheridge Kenny Adams Drew Burkhalter Breanna Woosley
UX/UI Designers	This person knows good color choices and usability, creating attractive, professional designs while understanding the application's overall needs.	Tania Perdomo Flores Revel Etheridge Jacob Sullivan
Database Manager	This person will be maintaining the movement of data from the Movebank repository and OpenWeather to the application.	Tania Perdomo Flores Revel Etheridge Kenny Adams Breanna Woosley
Data Analyst	This person will be involved in developing predictive algorithms and analyzing historical trends in the data.	Tania Perdomo Flores Jacob Sullivan Revel Etheridge Kenny Adams Drew Burkhalter Breanna Woosley
Information Security	This person will be maintaining the web applications security and	Jacob Sullivan

	authentication for the exporting of data (making sure it's for nonprofit; verifiable)	
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Customers:

- Dr. Bradley Cohen - (Associate Professor of Biology) bcohen@tnitech.edu: The customer who communicates the needs of the app and instructs our team on what steps to take. Additionally, he provides explanations on the details involving the data.
- TTU Wildlife Department of Biology: The large group of students, professors, and experts at Tennessee Technological University who will be providing the majority of the data.

Mentors:

- Dr. William Eberle - (Professor of Computer Science and Interim Assistant Dean of Graduate Education for the College of Engineering) weberle@tnitech.edu

Values:

- Meet customers' expectations – be open and thorough, ensuring all the customers' questions are answered; meet them as much as possible.
- Open communication – Roadblocks need to be discussed and handled together. Do not isolate yourself and try to solve the issue on your own.
- Punctuality- Complete work at the agreed upon rate and time, and work on it continuously instead of all at the last minute.
- Evaluation- Give constructive feedback as we are here to help each other and create the best product we can.
- Distribute work evenly – have work spread evenly amongst team and perform check ins and capacity measurements to make sure expectations and objectives are realistic.
- Adaptability/Flexibility - Be open to change and customer input even if customer needs differ from first couple of meetings.
- Quality – Provide quality products and results over a large amount of ineffectual solutions and products.
- Trust – be mindful of each other's work and trust that it will be done. No need to be on top of them because we are all grown adults and therefore that implies that we are responsible.

Communication:

- Microsoft Teams – Communication with team members and customer
- Standups – 10 minutes every team meeting
- Customer meetings – 1/day a week via Teams or in-person
- Class meetings – 4/days a week; 1/hour a day; out of class time if necessary

- Email – Communication with the customer weekly/when needed

Decision Making:

- Make final decisions with majority rules and make sure to give each side of the argument a chance to speak.
- Communicate with customers if there is confusion over a decision.
- Ask TA/Professor for advice concerning the structure of project.
- Check with each member if the decision being made is agreeable.
- Total call and response: Every member must give an indication of their feelings on the project.

Conflict Resolution:

- Ping teams if you are absent at least 1 hour before the meeting.
- Confront as soon as you can in a formal manner:
 - Team call
 - Privately
- Bring up issues with the customer first if an issue arises and if the issue cannot be resolved bring it up with Dr. Eberle.
- If team members become busy let the team know so we can balance the workload if needed.
- Reach out if team members will not finish their work before the deadline so we can communicate with the customer.

Team Meetings:

- Monday/Tuesday - Scrums and meetings meant to detail the necessary steps to take for completing our task in a week.
- Thursday– Meet with the customer to give updates on progress and ask questions.
- Wednesday - Work days for the project where we will aim to complete the task assigned in the scrums. Some lectures will also be on these days.
- Each member will perform a standup at each meeting to lead the group.
- Dead hour Friday meetings as necessary

Rules and Procedures During Meetings:

- Ask any questions you have relating to the current task.
- Tasks should be fairly distributed amongst members.
- Review and update Kanban board as tasks change and progress.
- Keep up to date notes during the meetings.
- At the end of a meeting make sure all members know when the next meeting will occur.

Project Resource Management:

- iLearn- Submission of files
- Teams- Team communication, file/document collaboration
- GitHub- Version Control and Repository
- Kanban- Built into teams, project progress
- Outlook – Email meeting updates and objectives to customer
- Movebank – Database repository

Team Building:

- Iteration completion –
 - Team member Revel bakes and team meets up for a hangout
 - Card games / Nintendo switch
 - Chick-fil-A feast

Process Improvement:

- Retrospectives every 2 weeks to discuss if the current operations of the team are efficient.
- Overall code review
- Routine code execution checks – every 2 weeks
- Review customers/professor's questions, comments, and concerns

Social Contract:

- Be open and honest with progress in the project with the team (use fist-of-five to determine if workload is too much).
- Be punctual and on time for meetings. Keep the team updated if you are running late or will not be able to make it.
- Be open to other people's opinions and willing to accept ideas that aren't your own.
- Be sure to respond to “thumbs up” messages on Teams within 24 hours.
- Check teams 2-3 times a day for status updates.

- Be flexible with your schedule/Be sure to update shared calendar.
- When providing feedback to teammates or customers make sure it is constructive and respectful.
- All ideas on the table and have the willingness to respect other's ideas and opinions.