Team Charter for Major Project 3
Team Members: Aritra (Project Manager), Jasper (Editor), Ray (Designer), Aidan (Technical Specialist and Data Analyst/Researcher)

Purpose & Goals

Our mission is to create a clear, informative, and visually engaging slide deck that helps Georgia Tech students recognize and prevent phishing and scam attempts on social media platforms such as Discord, Outlook, Instagram, and LinkedIn, while integrating AI-based examples and detection tools.

Core Values

- Clarity: All materials must be easy to understand for non-CS students.

- Accuracy: All technical and security information must be verified.

- Collaboration: Team members communicate frequently and share progress transparently.

- Responsibility: Everyone meets their internal deadlines and completes agreed-upon tasks.

Goals

- Deliver a professional-quality slide deck and recommendation report by the project deadline.

- Provide actionable safety tips and demonstrate AI-based scam detection methods.

- Measure success by clarity of content, design quality, and effectiveness based on peer and instructor feedback.

Team Roles

- **Aritra (Project Manager):**
  Oversees scheduling and deadlines, facilitates communication, ensures deliverables meet objectives, and coordinates with the instructor.

- **Jasper (Designer):**
  Leads slide layout, visuals, and presentation flow. Focuses on readability and consistency across slides.

- **Ray (Designer):**
  Handles branding, color palette, and iconography. Refines visual hierarchy and accessibility of design.

- **Aidan (Technical Specialist & Data Analyst):**
  Gather data on phishing cases, social media scams, and AI tools. Provides technical explanations for AI-based prevention. Tests any tools or demos used in the presentation.

Team Work Processes

- **Communication Tools:** Group chat via messages; document collaboration on Google Drive.

- **Meeting Schedule:**

  - Weekly check-ins every Tuesday and Thursday after class (30–45 minutes).

  - Additional weekend work sessions if needed.

- **Task Tracking:** Shared Google Doc and checklist for deadlines and progress.

- **Internal Deadlines:**

  - Research and content draft: by Week 2

  - Slide design and data visuals: by Week 3

- AI integration and revisions: by Week 3

- Final presentation deck and report: one week before official deadline

- **Agenda Management:** Aritra prepares and manages meeting agendas. Each member updates status before meetings.

Team Decision-Making

- **Decision Scope:** All design, content, and technical choices are discussed as a group.

- **Decision Process:**

  - Aim for full consensus.

  - If there is no consensus, Aritra facilitates discussion and makes the final decision.

- **Communication Rules:**

  - Use Discord for urgent items.

  - Use Drive comments for structured feedback.

  - Respond within 24 hours during weekdays.

- **Out of Bounds:** Missing internal deadlines without prior notice; posting unapproved final materials.

Team Norms

- **Expectations:**

- o Respect all ideas and contributions.

- o Complete tasks by assigned dates.

- o Attend meetings on time or notify in advance if unavailable.

- **Conflict Handling:**

  - o Address issues directly and calmly within the group first.

  - o If unresolved, Aritra will contact the instructor for mediation.

- **Non-Contribution:**

  - o If a member repeatedly fails to deliver, Aritra documents it and escalates it to Dr. Mericle
- **Communication:**

  - o Maintain professionalism in messages.

  - o Respond within 24 hours; within 48 hours on weekends.

  - o Share updates even when blocked to allow help or redistribution of tasks.