College of Engineering

Northeastern University, Toronto



**DAMG 7275**

**Advanced Database Management Systems**

**TEAM CHARTER**

**Group 1 (G1)**

**Members:**

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**JAY SHUKLA** 002619454

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**Table of Contents**

[TEAM OBJECTIVE 3](#_Toc150071485)

[TEAM BACKGROUND 3](#_Toc150071486)

[TEAM COMPOSITION AND CONTACT INFORMATION 3](#_Toc150071487)

[COMMUNICATION TOOLS AND TECHNIQUES 4](#_Toc150071488)

[MEMBERSHIP ROLES AND RESPONSIBILITIES 4](#_Toc150071489)

[TEAM ROLES ROTATION SCHEDULE 5](#_Toc150071490)

[GROUND RULES 5](#_Toc150071491)

[DECISION-MAKING PROCESS 6](#_Toc150071492)

[CONFLICT RESOLUTION STRATEGY 7](#_Toc150071493)

[TRACKING WORK PROGRESS 7](#_Toc150071494)

[TEAM PERFORMANCE EVALUATION 8](#_Toc150071495)

[CLOSING STATEMENT AND TEAM ACKNOWLEDGMENT 8](#_Toc150071496)

**TEAM OBJECTIVE**

Our primary objective is to foster a collaborative environment where each team member contributes effectively to all assignments and projects within the Advanced Database Management System (DAMG7275) course. We aim to deliver outcomes of exceptional quality that meet the deadlines and adhere to the stipulated course requirements.

Our team's formation is geared towards the successful completion of the final project assignment in DAMG7275. Our collective goal is not only to thoroughly understand Advanced Database Systems but also to exemplify our proficiency in these areas through the excellence of our final project.

In pursuit of these objectives, we are dedicated to enhancing our teamwork by critically assessing our processes, reliably fulfilling our commitments, and fostering a supportive learning environment for all team members.

TEAM BACKGROUND

Comprised of dedicated professionals, our team brings together a diverse array of skills and expertise, united by a commitment to collective excellence.

* Jonah Igweh has 8 years' experience in Information and Communication Technology working as a web developer and IT project Manager. He has been involved in the design of business-critical applications used in Insurance and Risk Management, and currently works on data and machine learning projects with focus on AWS and Azure platforms.
* Adedamola Adesoye is an Electrical/Electronic Engineering graduate with a year’s experience as a Structured Cabling Technician. He is proficient in troubleshooting a wide variety of issues, especially software issues. He is adept at quickly picking up new competencies.
* Emmanuel Chibua holds a Bachelor of Technology degree in Information Management Technology with 5 years of experience in telecommunication field managed services.
* Gunjit Arora has a total experience of over 5 years in data related roles out of which two years were at Amazon. He has a strong background in Python scripting, Spark, AWS, and databases.
* Jay Shukla is a Computer Application graduate with a year’s experience as a software engineer.

TEAM COMPOSITION AND CONTACT INFORMATION

All group members are in Toronto, Ontario and operate on Eastern Daylight-Saving Time.

* **Manager/Leader:** Jonah Igweh

Phone: (647) 460-9026

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State: Ontario – Canada

* **Assistant Manager:** Gunjit Arora

Phone: (647) 818-2322

Mail: [arora.g@northeastern.edu](mailto:shukla.j@northeastern.edu)

State: Ontario – Canada

* **Facilitator:** Adedamola Adesoye

Phone: (437) 799-3240

Mail: [adesoye.a@northeastern.edu](mailto:adesoye.a@northeastern.edu)

State: Ontario - Canada

* **Recorder:** Jay Shukla

Phone: (437) 799-9618

Mail: [shukla.j@northeastern.edu](mailto:shukla.j@northeastern.edu)

State: Ontario – Canada

* **Support**: Emmanuel Chibua

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State: Ontario - Canada

# COMMUNICATION TOOLS AND TECHNIQUES

To facilitate effective and efficient communication within our team, we have established a multi-channel approach:

* **Email**: For formal correspondence and collaborative discussions, we will use email as our primary mode of contact. This ensures that official communications are documented and accessible for future reference.
* **WhatsApp Group Chat:** For more immediate and informal communication needs, a dedicated WhatsApp group will serve as our platform for real-time conversations, quick updates, and urgent queries.
* **Virtual Meetings on Teams:** We will hold regular virtual meetings using Microsoft Teams. This will provide a space for structured team discussions, progress updates, and collaborative planning sessions.
* **Version Control with GitHub**: Our team will use GitHub for version control, managing our project's codebase, and tracking changes to documentation. This will allow us to:
  + Maintain a clear history of project iterations and contributions.
  + Facilitate code reviews and merge requests to ensure quality and consistency.
  + Enable asynchronous collaboration, allowing team members to work together efficiently, regardless of location.

Each communication channel has been selected for its suitability to specific types of interactions, ensuring clarity and responsiveness in our team's communication strategy.

# MEMBERSHIP ROLES AND RESPONSIBILITIES

Our team functions efficiently through a structured approach to roles and responsibilities, which are distributed as follows:

* **Manager - Jonah Igweh:**
  + Ensures clarity by defining team assumptions and rules.
  + Serves as the primary liaison with the TA/instructor.
  + Maintains awareness of the team's action plans and appropriately delegates tasks.
  + Sets internal deadlines for submissions and oversees the timeline for group edits and final delivery.
* **Assistant Manager- Gunjit Arora:**
  + Assists in ensuring clarity by defining team assumptions and rules.
  + Assists in serving as the primary liaison with the TA/instructor.
  + Assists in maintaining awareness of the team's action plans and appropriately delegates tasks.
  + Assists in setting internal deadlines for submissions and oversees the timeline for group edits and final delivery.
* **Facilitator - Adedamola Adesoye:**
  + Monitors team engagement and reports any issues of non-participation to the teacher.
  + Conducts follow-ups with members who are yet to participate in assigned discussions or tasks.
* **Recorder - Jay Shukla**:
  + Assembles individual contributions into a single, well-crafted document, ensuring grammatical and technical accuracy.
  + Manages document versions and incorporates feedback to prepare for group reviews.
* **Support - Emmanuel Chibua:**
  + Actively contributes to various team activities, including research, writing, and editing, aligning with the collective agreements of the team.

Each role is designed to leverage individual strengths and ensure a harmonious and productive team dynamic. Members will fulfill these roles with a commitment to excellence and the team's success.

# TEAM ROLES ROTATION SCHEDULE

Our team will engage in a systematic rotation of roles to ensure diverse experience and perspective sharing within the team, commencing on January 8, 2024, at 12:00 a.m. The schedule is as follows:

* The Manager and Assistant Manager roles, due to their strategic nature and the need for consistent leadership, will be steadfastly held by Jonah Igweh and Gunjit Arora respectively for the duration of the project. This role will only be subject to change upon a collective request by at least two of the three other members, acknowledging the necessity for a shift in leadership.
* The Facilitator, Recorder, and Support roles will rotate weekly to cultivate a well-rounded team experience. Each Monday at 12:00 a.m., the rotation will proceed in the following order:
  + The existing Facilitator will transition to the Support role.
  + The Recorder will assume the position of Facilitator.
  + The Support will step into the role of Recorder.

This rotation ensures that all team members, except the Manager, will have the opportunity to engage with each function throughout the project's lifecycle, thereby enhancing our collective capabilities and understanding.

We commit to adhering to this rotation schedule, recognizing that it strengthens our team’s adaptability and ensures equitable distribution of responsibilities.

# GROUND RULES

* **Attendance of Meetings**: Attendance is mandatory for all scheduled meetings unless prior notification and a valid reason are provided.
* **Participation**: Full and active participation is required from all team members in meetings and project work.
* **Respect**: All team members will value and consider each other's perspectives and contributions with respect.
* **Accountability**: Team members are expected to meet all agreed-upon deadlines and carry out their assigned responsibilities without exception.
* **Communication**: All communication must be clear and concise. Team members must respond to emails within 24 hours and messages on the WhatsApp group within 2 hours during agreed-upon active times.
* **Quality of Contributions**: Work quality should meet or exceed the standards set by the course requirements. All deliverables must be complete, well-researched, and presented in a professional manner.
* **Confidentiality**: We agree to maintain the confidentiality of sensitive information shared within the team.
* **Celebrate Accomplishments**: We will acknowledge and celebrate each team member's achievements, both individually and as a group.
* **Constructive Criticism**: Only constructive feedback aimed at improving team performance and output will be exchanged among team members.
* **Conflict Resolution**: Conflicts will be addressed promptly and professionally, following the strategies outlined in the conflict resolution section of this charter.
* **Adherence to Deadlines:** Contributions for group assignments must be submitted for internal review at least 48 hours (about 2 days) before the external deadline. Feedback on contributions should be provided within 12 hours of submission to allow for revisions.
* **Meeting Contributions**: Each member should come prepared to meetings with necessary updates or materials relevant to their responsibilities.
* **Documentation**: All decisions and changes in project direction or strategy will be documented and shared with the team.

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# DECISION-MAKING PROCESS

Our team's decisions are rooted in a collaborative and inclusive process aimed at achieving consensus. The steps are as follows:

* **Seeking Consensus**: Initially, all decisions will be discussed with the intent of reaching a unanimous agreement where every member can support the outcome, even if it is not their preferred choice.
* **Involving the Functional Champion**: For decisions within specific areas of expertise, the team will seek recommendations from the member most knowledgeable about the subject matter, referred to as the functional champion.
* **Facilitating Open Discussion**: The team will engage in an open forum, encouraging each member to provide their perspective and feedback. This discussion will be fact-based, aiming to foster alternative solutions and address any lingering concerns.
* **Encouraging Full Participation**: Prior to making any decision, we will conduct a 'round-the-table' to ensure that each team member can voice their concluding thoughts and concerns.
* **Manager/Leader Decides in Stalemates:** If a consensus cannot be reached, the Manager/Leader will make the final decision, considering the discussions and the majority viewpoint.

Our decision-making process is designed to be transparent, fair, and efficient, ensuring that all team members feel heard and that decisions are made in the best interest of the project's success.

# CONFLICT RESOLUTION STRATEGY

Potential conflicts that may arise and ways to resolve them are:

* **Missed Deadlines**

Resolution: Analyze the reasons collectively and adjust the project timeline accordingly. Implement a warning system for upcoming deadlines and consider redistributing tasks if necessary to stay on track.

* **Differences in Work Styles**

Resolution: Set up a mutual understanding of work expectations through a team agreement. We will use tools like shared calendars for deadlines and regular check-ins to ensure alignment. Resolve mismatches in work styles by reassigning tasks to play to each member's strengths when possible.

* **Variations in Commitment Levels**

Resolution: Before tasks are assigned, the leader will set clear minimum standards for participation and establish a protocol for addressing underperformance, such as private discussions to understand the root cause. Implement a private peer review system to provide feedback on each member's contribution after each submission to spur each member to improve or keep up their level of performance.

* **Clashes in Personalities or Ideas**

Resolution: Promote a culture of respect and openness. Utilize conflict resolution strategies like active listening and 'I' statements to facilitate understanding. If a deadlock occurs, use a majority vote, seek an external opinion, or take turns in final decision-making.

* **Unequal Workload Distribution**

Resolution: Regularly review workloads during team meetings. Adjust assignments to ensure equitable distribution, considering each member's skills and time availability. Implement a peer-support system where team members can ask for help when needed.

We anticipate managing conflicts within these frameworks. However, should we encounter issues beyond these scenarios, our initial approach will be to engage in open, candid dialogue to collaboratively devise a solution. If resolution remains elusive, we will turn to our instructor for guidance.

# TRACKING WORK PROGRESS

To maintain a high level of accountability and ensure timely progress on our deliverables, we will implement the following protocol for tracking work progress:

* **Task Deadlines: Each task will be accompanied by an internal deadline, set at least two days before the professor’s deadline.** This buffer allows for comprehensive review and necessary revisions.
* **Progress Updates**: At the midpoint between task assignment and the internal deadline, each team member is required to provide a status update in our WhatsApp group chat. This update should include a summary of progress and, where applicable, visual evidence such as screenshots to validate completion.
* **Review Mechanism**: Upon receiving progress updates, the team will allocate time to review and provide feedback, ensuring that any adjustments can be made well before the final submission date.

This structured approach ensures that our team stays on track and can proactively address any issues that might impact our project timeline.

# TEAM PERFORMANCE EVALUATION

We will conduct a postmortem at the end of every sprint. In this review, we will assess our effectiveness in relation to the stated goals. Access our effectiveness at working together. We will adjust if required based on our review. This we will do through these methods:

1. **SMART Goals**: We shall set Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals and provide framework for measuring and tracking results. To set a smart goal, we will ask ourselves these questions. What do you want to achieve? How will we measure it? Is it realistic and attainable? How does it relate to your mission and vision? When do we want to achieve it?

2. **Peer Review**: We will perform a peer review. This will involve receiving feedback from each team member. This will provide a chance to identify the team's strengths and weaknesses and use the result for role rotation.

3. **SWOT Analysis:** We will perform SWOT analysis. This will help us to access our Strengths, Weaknesses, Opportunities, and Threats, thereby identify external factors that may affect our team effectiveness. The SWOT analysis will be based on feedback from the peer review, the course instructor and TA.

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# CLOSING STATEMENT AND TEAM ACKNOWLEDGMENT

This charter serves as a testament to our collective commitment to fostering a productive and cooperative team environment. Each clause within this document has been meticulously crafted to support our collaborative efforts and to optimize our efficiency. As signatories, we hereby affirm our adherence to the stipulated ground rules and acknowledge the potential for reassessment of our roles should we not meet these shared standards.

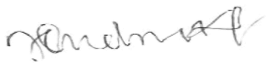
We understand that this charter is a dynamic document; as such, it may evolve to reflect the changing needs of our team and project. Any amendments will be made with the consensus of all members and will be documented in writing.

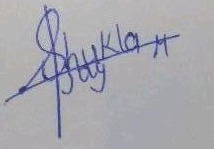
By signing below, each team member unequivocally agrees to the terms outlined in this charter and pledges to perform their duties with integrity and to the best of their abilities.

**Signatures**:

Adedamola Adesoye Date: January 20, 2024

Emmanuel Chibua Chibua Emmanuel Ndubuisi Date: January 20, 2024

Jonah Igweh  Date: January 20, 2024

Jay Shukla  Date: January 20, 2024

Gunjit Arora Gunjit Arora Date: January 20, 2024