Project Team Charter

Ultimate Currency and Unit of Measure Converter

<Partner Organization (if any)>

Industry Partner	
Primary Instructor	
Team Member	Justin Yeh
Team Member	Luilson Sousa
Team Member	Fab Pisco
Team Member	Kevin Lapointe
Team Member	

Document Revision History

Revision #	Date
V1	2024/10/07

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally, it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**
The purpose of forming the team was to develop an application to simplify the way people convert currency and measurements to Canadian values. The anticipated outcome is to have a fully functional application that is simple and easy to use.

2. **Background**
The Ultimate Currency and Unit of Measure Converter is a project about creating a simple application that will convert currency and measurements into Canadian values.

The team fits within the organizational structure by being the developers and testers of the application. Lastly, the stakeholders are the developers, users, customers, server admins and anyone that wants an efficient way to convert different regional currencies and measurements into Canadian values.

3**. Scope**
The Scope of the project is to create a browser-based application that converts foreign currency per unit of measure to Canadian currency per unit of measure where the user must enter the current/projected exchange rate. If time permits, an API will be created to automatically get the currency exchange rate from the Bank of Canada.

4. **Team composition**
Team Members:
The team consists of four core members:
- Justin Yeh
- Luilson Sousa
- Fab Pisco
- Kevin Lapointe

Functional Areas:
- **Back-end Development**: Luilson Sousa and Fab Pisco
- **Front-end Development**: Justin Yeh and Kevin Lapointe

Commitment: All team members are full-time contributors to the project.

5. **Team empowerment**
Authority:
The team already possesses the necessary authority based on their technical skills in front-end and back-end development.
Additional Authority:
No additional authority is explicitly requested in the document, but the team might need access to external services (APIs) and decision-making flexibility with regard to implementing features.
Empowerment:
The team requests empowerment to make decisions regarding the design, coding, and feature set for both front-end and back-end, with feedback from stakeholders like Prof. Laily.

6. **Team operations**
Decision-Making Process:
The team plans to meet once a week to discuss project needs and make decisions collectively.
Handling Membership Changes:
No specific process for handling changes in membership is outlined.
Ground Rules:
All members are expected to collaborate on documentation, back-end development (Luilson and Fab), and front-end development (Justin and Kevin).
Code Repository:
The team likely uses a version control system (like GitHub) to manage and store the project's source code.
Communication:
Communication among team members will likely be via email and meetings. Key decisions are documented in meeting minutes and distributed to all members.

7. **Team Performance Assessment**
Key Performance Indicators (KPIs):
- Weekly meetings to assess progress.
- Completion of deliverables (documentation, back-end service integration, front-end interface) by specific deadlines.
- Successful testing and implementation of the currency and unit conversion tool.
Means of Measuring Progress:
The project's milestones are tracked based on documented deliverables, weekly meeting discussions, and feedback from Prof. Laily.

8. **Signature Page**
(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

Justin Yeh, Luilson Sousa, Fab Pisco, Kevin Lapointe