Team Charter Document

Course: 18652 Foundations of Software Engineering   Team Name: FSE-SV7

These are the terms of group conduct and cooperation that we agree on as a team.

Participation: We agree to....
equally contribute to the team projects. We will all contribute a certain amount of technical contribution, but we will leverage our own strengths on an as needed basis to help other teammates. We will put in on average the same amount of hours per week toward the two team projects. We each agree to spend about 6 hours per week on team projects, depending on other deliverables and course obligations. We agree to take turns to be the project leader on a rotating basis for each iteration - one project leader for each iteration 1-5. Tasks will be created collectively and we will volunteer for them. Tasks have been collectively assessed and the difficulty levels have been estimated by the team. We will keep track of our hours and note them down in Trello to keep track of our progress.

Communication: We agree to...
respond to team emails, review requests, and information requests from other team members within 24 hours. We will keep each other abreast of any developments and of our progress. We won't wait until the team meeting to deal with issues, share information, or synchronize work. We agree that text msgs through WeChat are the fastest way to get responses from the teammates. We will use Trello to manage our task backlog and track task status and will review them in every team meeting.

Meetings: We agree to....
meet at least once every week on Mondays after class for an hour. We will be punctual so that we don't waste precious time waiting for each other. Every meeting will have an assigned moderator who will manage the time and the agenda. The project leader of the corresponding iteration will serve as the moderator for those weeks' meetings as well. The moderator will prepare the agenda. If somebody cannot be present in person, he/she will notify the moderator and will make every effort to participate remotely. We will start each meeting with kudos, where each team member will briefly list important recent contributions by others.

Conduct: We agree to...
respect each others' opinions and listen to each other. Flaming will not be allowed in written communication or during meetings. We will try to reach consensus when possible. We agree that giving credit is as important as taking credit. We will give credit when credit is due. We will not take credit for someone else's work. We will use constructive criticism.

Dealing with Conflicts: We agree to...
to use the following process to deal with conflicts. Majority rules in general. The current project leader will break any ties by having a double vote if needed. He/she also will arbitrate to resolve disagreements during meetings, and can park issues to be discussed later. If parties in conflict cannot reconcile within a week, we will first consult with their TA, who can escalate the situation to the instructors.

If a team member feels that another team member is not pulling his/her weight or is being unreasonable, the team should have an open discussion about the issue. If the situation does not improve within a week or two, we can escalate the situation to the TA or to the instructors.

Deadlines: We agree to...
complete and submit assigned work for a team deliverable at least three days in advance of the deliverable due date (for iterations 1 and 2) so that the team can review and aggregate the work in time. For the other iterations, we agree to have the deliverable ready before two days. The project leader of the current iteration will review the final submission before submitting a deliverable. This role will be rotated.

Team Member's Name	Andrew ID	Team Member's Signature
Komala Prabhu Tirupachur	kprabhut	*Komala*
Jilei Wang	jileiw	*Jilei Wang*
Huiliang Ling	hling1	*(signature)*
Keqin Li	keqinl	*Keqin Li*
Shuang Zhang	shuangz	*Shuang Zhang*