

# Team Charter

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**Project Name**  
Applied Language Research

**Prepared by**  
Applied Language Team

**Date**  
4 September 2020



## 1. Name

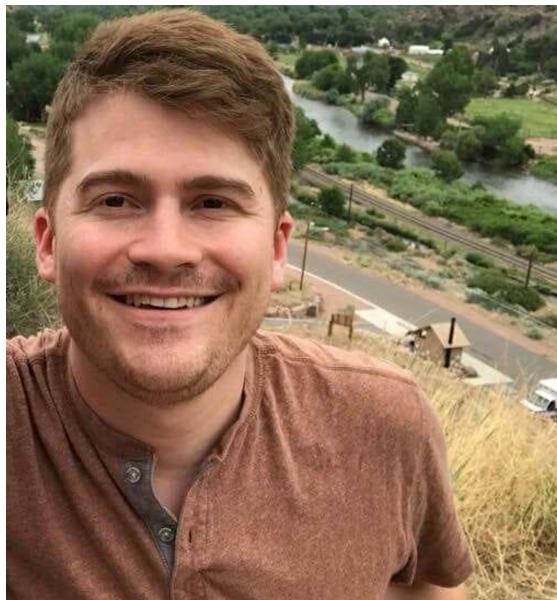
Applied Language Team

## 2. Goals

Our main goals as a team will be to improve our technical and soft skills so we can be better equipped to work in a professional environment.

- Improve communication skills to become more effective as a professional computer scientist
- Weekly updates communicated to the client
- Learn new skills related to the field of computer science

## 3. Members



**David Gereau**

**Email:** David.Gereau@umontana.edu

**Phone:** (512)-230-9812

**Role:** Back-End Web Technician / Database Engineer

**Responsibilities:** Develops and manages the project's SQL database and backend server interactions.

**Background:** Computer Science undergraduate with a particular interest in Back-End Web Development and Database operations. Currently maintains proficiency in C#, C++, Java, Javascript, and SQL technologies.



**Kobe Sagami**

**Email:** Kobe.Sagami@umontana.edu

**Phone:** (406) 871-2266

**Role:** Software Developer / Database Design / Flexible

**Responsibilities:** Working with the various interconnected systems and providing assistance where necessary.

**Background:** I've developed emulation servers as a hobby for ~7 years now and as a result I have independently acquired many skills related to software such as programming, database management, web design, and other various skills such as graphic design and marketing. This is in addition to the computer science education that I am currently studying.



### ***Linda Schimming***

**Email:** Linda.Schimming@umontana.edu

**Phone:** (719) 421-0041

**Role:** Software Developer/ User Interface Design/ Other

**Responsibilities:** Works on various pieces of the project to ensure an enjoyable user experience and a functional working project.

**Background:** Senior in Computer Science with experience working with C/C++, Java, JavaScript, and Python. Some experience with databases, User Interface, and background work. Knowledgeable on Linux and Windows systems.



### ***Levi Terry***

**Email:** Levi.Terry@umontana.edu

**Phone:** (931) 787-2486

**Role:** Project Leader, Software Developer

**Responsibilities:** Reports directly to the client on project progress. Keeps the team heading in a positive direction. Develops software and technology for the project.

**Background:** Served in the United States Navy for 9 years as a Cryptologic Technician. Worked as a Penetration Tester at the National Security Agency for 4 years. Experienced in C, C++, Java, Python, and shell scripting. Extensive knowledge in Windows, Linux, IEEE 802.11, Enterprise-level domains, networking, and information assurance. Led teams of up to 60 personnel in cyber security and information analysis. Currently working as an Embedded System Engineer and Senior

Penetration Tester. Certifications include CompTIA Network+, GIAC Security Essentials (GSEC), and GIAC Certified Incident Handler (GCIH).

## **4. Values & Ethics**

Team members will be punctual with their work and attendance of all meetings, communicate with each other and acknowledge one another's updates, trust each other to complete their assignments when required, be honest and professional in their work, and take responsibility for their actions.

## **5. Rules & Expectations**

Team members will be required to follow a set of rules and expectations in order to maintain structure and proper behavior within the team. The following rules are expected to be met:

- *All members will attend scheduled meetings unless a reason for absence is discussed beforehand.*
- *Meeting times will be communicated through Discord schedule chat.*
- *Members are expected to be at meetings on time unless an excuse is provided before the meeting.*
- *Communication to the client will be through email and scheduled meetings. Scheduled meetings will take place either in person or through Zoom.*
- *Team will communicate through Discord chat at least every other day. When a question is posed in the chat, there should be a response from at least one other member within 12 hours.*
- *The team will discuss all major decisions either in the Discord chat or during a scheduled meeting. Decisions will be made through team consensus or by the client if a conflict arises.*
- *Written documents will be created on a shared Google Drive where it can be edited by all members of the team and will be confirmed as finished through Discord chat or during in-person meetings. If a member wants to edit another member's work then they must discuss the change with the original writer.*

## **6. Schedule**

The team will meet on Tuesdays and Thursdays 3:30-4:50pm at the Social Sciences Building Room 352 or through zoom if necessary. The team will meet remotely on Sundays at 4:00pm. The team will also meet additional times on the weekend as necessary to complete tasks. All group meetings will be logged in the Team's Gantt Schedule, and will be maintained by the group.

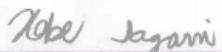
## **7. Conflict Resolution Plan**

Timely and efficient resolution of conflicts is essential to quality work and a quality team. Conflict will try to be resolved at the lowest level possible.

1. The individuals in conflict will discuss the matter in a civil manner and attempt a resolution.
2. If unsuccessful, the conflicting parties will bring the issue before the whole team to reach an amicable consensus. If the conflict in question is technical in nature and a consensus cannot be reached, a majority poll will be conducted, or if appropriate, the client will be consulted on which approach best meets the client's needs.
3. In extreme cases of interpersonal conflicts, the issue will be brought up to Professor Reimer for resolution.

## 8. Execution and Acknowledgement

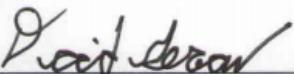
The team members hereby indicate by their signatures below that they have read and agree with the specifications of this charter.



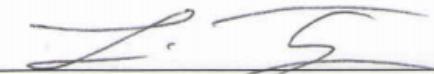
Team Member



Team Member



Team Member



Team Member



Client

9/8/2020