**Team Charter**

**Reddit Crawler**

**Michael Nollette**

**Tim Thor**

**04/03/2019**

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# Team Purpose

This team was created with the intention of creating a web crawler designed to monitor changes and posts created on Reddit. This is done with the primary intention of assisting moderators and buyers of goods by providing immediate notification that posts meeting their search criteria have been made. The team will go over intended features, develop the product, and add additional features as they are able.

# Team Management Plan

This section will define how the team will be managed.

1. **Team Leadership:** Michael Nollette will be team manager for the initial week while we get set up. From there, the team will agree on who manages the project and documentation each week based on other contributions and duties. If we are unable to reach agreement in a given week, management will be given to whoever was not tasked with it the previous week.
2. **Task Assignments:** Tasks will be assigned based on skills, though since we have a nearly identical education, we’ll be discussing and splitting it as evenly as possible.
3. **Communication Plan:** Documents will be uploaded directly to GitHub for easy sharing, as well as being sent directly in attachment form via email.
4. **Documentation:** 
   1. Documentation will also be shared via both GitHub and email.
   2. Documents will be delivered to the team leader at least 48 hours prior to due date, though earlier will be ideal.
5. **Change Management**: A separate branch for both team members will be created in the GitHub repository for testing purposes. No changes will be committed to the master branch until they have been tested through the release phase.

# Team Members / Skills Inventory

Michael Nollette, application developer & database admin:

* C#, SQL Server/SSMS

Timothy Thor, application developer & interface designer:

* C#, Javascript, WPF

# Team Meetings - Expectations and Responsibilities

The team will meet every Tuesday during and – if needed – after or before class.

Outside of class hours, the team will meet via online chat as needed for communication during the week.

During meetings, tasks for the week as well as project manager duties will be covered. We will also discuss additions to make to the program as the option becomes available.

If a team member is unable to attend, this is expected to be communicated at least two hours prior to the meeting.

# Equal Commitment

**Michael Nollette**

I am able to commit a minimum of twenty hours per week towards the project, though I will often put more time into it as needed. I will use whatever time is necessary to ensure our core objective is completed, and am confident enough in my skills that we will have a prototype ready and polished by the end of week seven. This product will have documented and commented code, and will be thoroughly organized and formatted according to consistent standards.

**Tim Thor**

I am able to commit a minimum of five hours and maximum of twenty hours per week towards the project. If the necessities arise, I can dedicate additional hours. I am equally confident in my abilities to create a working prototype by week seven. All code will be documented and will be organized and formatted by the standards we have set.

# Conflict Management Plan

Should any conflicts arise regarding task assignment, the previous week’s task load will be consulted, and shall be the deciding factor in the workload for the current week. Should this be insufficient to resolve any issues that arise, the team will confer with the instructor, and a written agreement regarding issues will be made, asserting the offender, the issue, and a mutual agreement to prevent it from reoccurring. Should the issue persist, the team will hold a meeting with the instructor to address the problem. If the issue still is not corrected, the offending team member will be removed from the team.

# Team Formatting Standards

In order to present a more streamlined and polished product, the following formatting standards will be kept to for all documentation and code:

**Documentation:**

* All documents will be done in Calibri font. Body will be size 12, subheadings will be size 12 and bold, headings will be size 14 and bold, and main document headings will be size 18 and bold.
* Document naming conventions will follow the format ‘NolletteThor\_DocumentName’.

**Code:**

* All brackets will be contained on their own line.
* All methods will have a line of break space following their end bracket.
* A commented description of all methods will be placed on the line before they begin.

# Document Work Log

*To assist in assessing the contributions made by the individual team members, the team must complete the table below:*

|  |  |  |
| --- | --- | --- |
| ***Section*** | ***Team Member - Primary*** | ***Team Member - Secondary*** |
| 1. *Team Purpose* | *Tim Thor* | *Michael Nollette* |
| 1. *Team Management Plan* | *Michael Nollette* | *Tim Thor* |
| * 1. *Team Leadership* | *Michael Nollette* | *Tim Thor* |
| * 1. *Task Assignments* | *Michael Nollette* | *Tim Thor* |
| * 1. *Communication Plan* | *Michael Nollette* | *Tim Thor* |
| * 1. *Documentation* | *Michael Nollette* | *Tim Thor* |
| * 1. *Change Management* | *Michael Nollette* | *Tim Thor* |
| 1. *Team Members / Skills Inventory* | *Michael Nollette* | *Tim Thor* |
| 1. *Team Meetings – Expectations and Responsibilities* | *Michael Nollette* | *Tim Thor* |
| 1. *Equal Commitment* | *Tim Thor* | *Michael Nollette* |
| 1. *Conflict Management Plan* | *Michael Nollette* | *Tim Thor* |
| 1. *Concept Analysis* | *Tim Thor* | *Michael Nollette* |