TEAM CHARTER:

PURPOSE:
To complete the team project for ITC303 and ITC309.

VISION:
To create an application that can assist clients conducting site inspections. This application can be tailored to multiple different site inspection types depending on the client's needs, by allowing them to create templates. The application will have two parts, one part to configure the template to be used during the inspection and another part which allows the user to fill in that template during the inspection. The template will allow notes to be taken, alongside photos which can be exported to a PDF.

TEAM VALUES:

Communication:
Communication should be continuous and in a timely manner, so the project can progress smoothly.

Flexible:
Team members should be able to adjust to changes quickly and work around each other's life commitments. This also extends to each member being able to pick up new technical skills or familiarize themselves with software that may be required for the project.

Accountability:
Team members should take responsibility for their actions, be that issues with the project or team dynamic. The everyone in the team will be responsible for resolving problems that arise.

Integrity:
Team members will be honesty with each other and bring up any concerns so they can be addressed in a timely manner.

OBSTACLES TO ACHIEVING GOALS:

Work Commitment:
Each team member has different work commits as show below:
- **Michael Coleman:** Varying work time commitments
- **Jasmine Booth:** Casual 3-4 days a week (Minimum Monday, Tuesday and Saturday at the moment)
- **Conrad Fleming:** Monday to Friday 8am – 4pm
- **Elias Zanbaka:** 4 afternoons/evenings a week (Thursday usually off)

Location:
Majority of us currently operate with daylight savings except Michael, meeting times needs to take this into consideration.

Time Commitment:
Each team member has a different subject load, meaning the time spent on this subject may be limited by the other subjects. As well as time required by each member to learn new programs/tools/libraries required for the project.

Personality:
People may not always get along with each other, this needs to be monitored and addressed.

GROUND RULES:
Meetings
- **Frequency:** Bi-Weekly
- **Leader:** Rotating Leader who will organise the agenda
- **Meeting agenda:** Will be organised prior to the meeting to keep the meeting on track.
- **Attendance:** Compulsory, we will work around team member's work schedules to ensure everyone can attend

COMMUNICATION:
Communication Medium:
Discord: https://discord.gg/FPphpbc

Project Management
Trello:
https://trello.com/invite/b/zefr85w5/b94a58aa0e0e8d39f8f8a247072a777d/software-development

Expected response time:
Minimum: Daily. If unable to communicate daily due to any circumstances the team member must notify team beforehand with a reason why.

DECISION MAKING:
Team Effort
- All ideas are to be presented and documented
- Members need to be flexible and adapt to change, even with situations outside our control
- In the event of conflict, majority rules

GROUND FOR DISMISSAL:
A high level of commitment to group activities is expected from all team members. Members are also expected to pull their own weight within the group, including individual tasks that are assigned to them. A strike system would be implemented as a disciplinarily measure within the team.

If a team member fails to continuously pull their own weight, an urgent meeting will be held between all members. Other members will then decide if a strike is required based on current performance by said team member. Once three strikes have been incurred by a single team member, this issue will be brought up with the subject coordinator for further action.

TEAM BIOS:

Michael Coleman

Strengths:	Hard worker, flexible hours, helpful.
Values:	Wants everyone to succeed.
Personal Goals:	Learn more about mobile development and the android API.
What do I want to achieve?	Complete this project and bring it to market.

Jasmine Booth

Strengths:	Organised, Honest, Flexible, Realistic
Values:	Flexibility, Commitment, Honesty, Willingness to help others
Personal Goals:	Refresh design skill (specifically interface design), be able to program a working phone app, improve communication with team members
What do I want to achieve?	I want to extend my programming knowledge, while being able to use my design skills too. App development was one area of interest after completing this degree, so I want to be able to prove I can do that.

Conrad Fleming

Strengths:	Organised, Willing to learn, and plenty of time to allocate to subject due to single subject load
Values:	Honesty, Communication, and assistance to all
Personal Goals:	To improve upon my programming skills and gain experience of what a project development would be like from idea to application.
What do I want to achieve?	I want to finish my degree with a software project that I can be proud of and extend my programming and project team working skills.

Elias Zanbaka

Strengths: Organised, Committed, Willing to learn new skills and take criticism on board in order to improve, Flexible

Values: Flexibility, Adaptability, Willingness to take constructive criticism on board, Honest and open communication, Willingness to assist others who may be struggling, Commitment

Personal Goals: To continue to improve on my own programming skills, as well as picking up any new technical skills that may be required of me, function as a reliable and effective team member in creating the best possible version of a user-friendly mobile inspection app, and improve on my own communication skills within the workings of a team.

What do I want to achieve? To improve and build upon my programming skills in Java, broaden my knowledge and expand my skill set through the learning of new software and/or programming languages that may be desirable to the overall quality and effectiveness of the final product.