Team Charter

Course Title	CPSC 466 Software Process		All team members participated in creating this charter and agreed with its content. **Date** 1/14/2026
Instructor	Dr. Chang-Hyun Jo		
Course Dates	Winter 2026		

Team Members (Contact Information)

Name	Address (city, state, country)	Phone	Cell	Email
Martin Pham	Westminster, CA,	657-272-9737	657-272-9737	marfam10@csu.fullerton.edu
Jerico	Costa Mesa, CA	805-338-6248	805-338-6248	jericoavila@csu.fullerton.edu
Mitt Sampat	Cypress, CA	714-348-3090	714-348-3090	mittsampat1@csu.fullerton.edu
Fabian Salinas	Bellflower, CA	562-777-4247	562-777-4247	fabiansalinas@csu.fullerton.edu
Mina Astafanous	Winchester, CA	951-451-1409	951-451-1409	mon_mon@csu.fullerton.edu
Lynae Mercado	Anaheim, CA	657-274-9937	657-274-9937	lynae_mercado@csu.fullerton.edu

Team Member Skill Inventory (Areas individual members can contribute)

Martin Pham	- Full-Stack Web Development - Programming (Python, TypeScript, Java) - Databases (MySQL, PostgreSQL) + DB design - Experience working in a team - Ensures timely completion of work
Jerico Avila	- Programming (Python, HTML/CSS, Java, C++) - Databases (MySQL) - Data Entry/working in a Team
Mitt Sampat	- Programming(C++,Python) - Timely completion of work - Great attention to detail - Mysql(Databases)

Fabian Salinas	- Operating Systems: Linux - MacOS - Windows - Languages: Python - C++ - SQL - UNIX - MS Word, Excel, PowerPoint, Hardware/Software Troubleshooting - Disney IT Intern Summer 2025, Cybersecurity Consultant Intern Summer 2024
Mina Astafanous	- Roblox Studio Development - Lua Scripting (game logic, teleport pads, quizzes) - UI Development (SurfaceGui, TextLabel) - Game Testing and Debugging - Team Collaboration and Iterative Development
Lynae Mercado	- Team collaboration and communication - Reviewing and organizing written documentation - Game Testing and Debugging - Programming (Python, C++, Java) - Supporting coordination within a group project - Databases (MySQL)

Team Goals (Project goals, team process goals, quality goals, etc.)

- Successfully complete the assignment while meeting all outlined requirements
- Ensure that entirety of report is well-researched and clearly written
- Maintain clear and open communication through group discord
- Actively provide updates when individual tasks are completed to keep the team informed
- Ensure each team member is assigned tasks equally
- Review each section for consistency and completeness before submission
- Ensure all team members contribute meaningfully to the project and uphold accountability

Team Roles (Define roles of each member to achieve goals)

Mina Astafanous Game Developer	Contribute to building and improving the Roblox game by working on player navigation, teleportation between locations, and quiz interactions. Assist with testing the game to identify bugs and usability issues, and help fix problems as they arise. Collaborate closely with team members to make sure the game meets project requirements and supports an iterative development process.
Fabian Salinas Timekeeper	Notify the team of any changes to any scheduled collaboration sessions if needed. If and when collaboration sessions need to be postponed, started earlier, or cut sooner than allotted time. Make sure the team is on schedule with tasks and helping one another to get homework done within the due timeframe.

Jericho Avila Facilitator	Assist the lead with the agenda before collaboration sessions. Make sure collaboration sessions cover all topics outlined in the agenda w/o going over the allotted time. Make sure each teammate has a chance to provide input during the session without one dominating or one not providing any input. Remind the team of their progress and ask for input.
Martin Pham Software Architect	Learn the core concepts necessary for completion of homework and distribute knowledge to team members. Also find and refer to members where to find relevant and useful information.
Mitt Sampat Developer / Tester	Contribute to the development of the Roblox game by assisting with implementing game features and logic. Support testing activities by playing through the game, identifying bugs or gameplay issues, and helping verify that quizzes, teleportation, and navigation work as expected. Collaborate with team members to ensure tasks are completed on time and that the game meets project requirements.
Lynae Mercado Documentation & Support	Assist the team by supporting documentation tasks and helping review project materials for clarity and completeness. Participate in team discussions and provide feedback during testing and iteration reviews. Help ensure the project follows the planned process and contributes to smooth team collaboration throughout development. Contribute towards the demo of the Roblox game.

Ground Rules (Meeting schedule/locations, attendance expectations, agenda, assignment completion, communication methods, etc.)

- Team communication will take place on Discord.
- All members must stay responsive and reply to messages within 24 hours
- Any major updates or completed tasks must be shared with the group to ensure everyone stays informed
- If a team member encounters an issue, they should communicate it as soon as possible so the team can help resolve it
- Each team member is responsible for completing their assigned work on time and to the best of their ability
- Everyone is expected to review their work for accuracy and clarity before submission
- Team members will provide progress updates regularly to ensure accountability and confirm workflow

Time Commitments/Availability (Pacific Time)

Martin Pham	T&W from 12pm - 10pm Th from 12pm - 6pm F-Sun from 12pm - 10pm
Jerico Avila	M-F 5:00pm-9pm F-Sun 5:00pm-11pm

Fabian Salinas	M-F 5pm - 9pm F-Sun 6pm - 10pm
Mina Astafanous	M-F 2pm - 9pm Sat-Sun 3pm - 10pm
Mitt Sampat	M-F 10 am - 2pm Sat-Sun 3pm - 10pm
Lynae Mercado	M-F 4pm - 9pm Sat-Sun 11am - 4pm

Conflict Management (What are potential conflicts that might arise among or between team members during this course? How will team members deal with these and other conflicts?)

- Tasks will be clearly assigned to each team member to ensure accountability and avoid confusion
- If a team member is not performing or meeting expectations, the team will communicate with them directly to understand and resolve the issue
- Any conflicts or concerns should be brought to the entire group for discussion in a constructive manner
- If a resolution cannot be reached through discussion, decisions will be made by a majority vote
- All members are expected to remain professional and respectful when addressing conflicts to maintain a positive team dynamic

Risk Management (What are potential barriers to the achievement of these goals?)

- Members do not provide timely updates which could possibly slow progress and/or create confusion
  - Will be sure to establish clear communication
- Some members may take on more work that others
  - Will clearly delegate tasks to ensure work is constantly balanced
- Delay in work can cause us to miss the deadline for the report
  - Will set deadlines for portion of work to allow for review and adjustments
- Different availability due to classes and jobs may hinder communication
  - Will promote asynchronous communication with an expectation to respond in a timely manner
- Some members may not engage in discussion or updates
  - Will encourage open discussions and ensure everyone has a role

Team Evaluation Criteria (List evaluation criteria that will be used to evaluate team members objectively.)

Team members will be evaluated on the following criteria:
- Completion of tasks on time
- Quality of work (well-written, thoroughly researched, meets all requirements of assignment)
- How well they have communicated their progress and shared ideas
- Ability to follow through on assigned work
- Active involvement when making decisions
- How well they have adhered to ground rules and contributed to team goals