Project Team Charter

<SneakerXplore>

Industry Partner	None
Primary Instructor	Anjana
Team Member	Mustafa Ismail
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Document Revision History

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2.0	

TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. Purpose

Our team SneakerXplorer was formed to satisfy a need in the Canadian sneaker market, as there is void of a sneaker price comparison and lack of acquiring sought sneakers in canada. Our purpose is to offer Canadians a way to save money by providing them with different price options from many shopping sources and a sneaker calendar for our Canadians to be notified and not miss out on purchasing limited edition sneakers when they are released. We will bring Canadians a sneakerhead companion app that combats against resellers/scalpers and allows users to be more informed on their sneaker purchases.

2. Background

SneakerXplore is a web application that curates sneaker prices from Canadian retail stores. Our team is composed of dedicated sneaker fans who want to end the stigma that sneaker collecting costs too much money. Our users/customers are oftentimes going to be sneaker enthusiasts who are trying to save money on their favourite pairs. Other customers are resellers who want to buy the shoes and sell it to others.

3. Scope

SneakerXplore's main goal is to showcase the sneaker prices on any given shoe to help users decide where to buy their sneakers. SneakerXplore's core functionalities will contain a shoe pricing list compiled from many websites with gateways to purchase them if available, and a sneaker calendar for the year to show when certain sneakers are releasing and where you can purchase them. Our high level goals is to include AI and responsive technologies to keep a responsive up-to-date web application, in addition if all goals are met successfully and smoothly that leaves our team with room to possibly create a marketplace for ourselves.

4. Team composition

In our work environment our group members are responsible for their own actions.

As we are now in the development stage of our web application, our team members' roles have been adjusted accordingly. Evan our lead developer in our backend team developing our web scraping scripts for our sneaker data collection. Marisa as well in our backend team is creating our database to store as much sneaker data as possible. Rj is our full-stack developer making our node backend run as smooth as possible with react frontend, in addition he is also the lead designer. Mustafa, who is a part of our backend team works on the scripting of our code in all aspects and is our devops lead who makes sure of deadlines. Our team is well rounded to handle a project of this caliber but we are striving to be greater than originally planned.

5. **Team empowerment**

Each team member possesses the same authority over tasks and responsibilities, they are assigned and split up respectfully amongst the group. We each have our own ideas and thoughts we share during our meetings. Clarifications and advancements are discussed in group settings and we are all committed to doing what we have to do individually to succeed as a team.

6. Team operations

- **Decision-Making Processes:** The team will make decisions through open discussions and consensus-building during regular team meetings. Major decisions may involve voting, with a majority vote determining the outcome.
- **Handling Changes in Membership**:If the need arises to add or remove team members, the team will follow a process of discussion and consensus. The project manager or primary instructor may be consulted for input in such cases.
- **Operating Rules:**The team will establish a set of operating rules or guidelines that outline expectations for team behavior, communication, and collaboration. These rules will be documented and agreed upon by all team members.
- **Absence or Non-Performance:** Team members are expected to communicate proactively if they anticipate being absent or unable to meet their commitments. In cases of non-performance, team members will engage in constructive discussions to identify and address issues, with support from the project manager if needed.
- **Code Repository:**The team will use a designated code repository (e.g., GitHub) to manage and version control project code and documentation. All team members will have access to the repository.
- **Communication Among Team Members:** Effective communication is crucial. Team members will regularly update each other on task progress, challenges, and achievements through team meetings, messaging platforms, and email.

7. Team Performance Assessment

Key Areas of Performance:The team identifies the following key areas of performance critical to project success:

- ○ Timely completion of project milestones and tasks.
- ○ Quality and functionality of the SneakerXplore platform.
- ○ Effective collaboration and communication within the team.
- ○ Adherence to project schedules and deadlines.
- ○ Responsiveness to changes in project requirements or priorities.

Measurement Methods: Progress in these key areas will be measured through:

- ○ Regular project status updates and reviews during team meetings.
- ○ Peer assessments to evaluate team members' contributions and collaboration.
- ○ Ongoing evaluation of project deliverables against predefined criteria.

8. Signature Page
(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)