Team Charter

Team Name

Team Name: Silicon Dioxide.

Team Logo

Team Members

Team Member Names	Contact Information (Conestoga email's online)
Liam Knapp	Lknapp1110@conestogac.on.ca
Gleb Ignatov	gignatov6034@conestogac.on.ca
Gautam Singh	gsingh3291@conestogac.on.ca
Minh Le Nguyen	Lnguyen3388@conestogac.on.ca

Member Roles

List the team member(s) who will work on each aspect of the project in the table below:

Project Management	
Team leadership	Gleb Ignatov
Online collaboration tool administration (eg. Discord, Teams, etc…)	Discord, Team, Github Project
Project planning	Liam, Gautam, Gleb, Minh
Project record-keeping	Minh

Analysis, Design and Documentation	
Diagramming and documenting overall design	Gleb
Technical sprint documentation	Gautam
Source control management (master branch management)	Minh
Backlog/Task/Issue management	Minh, Gautam, Liam, Gleb
Final deliverable documentation	Liam
Graphical User Interface/Web Design Elements	
Creating GUI graphics	Liam, Minh
Prototyping GUI	Liam, Minh
GUI/Web design	Liam, Minh
GUI/Web programming	Liam, Minh
Usability Testing	Liam, Minh
System Layer Development	
Class design	Gleb, Gautam
Functional programming	Gleb, Gautam
Technical / lower-level programming (data comms, SDKs, APIs, etc)	Gleb
Unit and integration testing	Gleb, Gautam, Minh, Liam
System and acceptence testing	Gleb, Gautam, Minh, Liam
Database Development	
Database design	Minh
Database (SQL) Development	Minh
Other	
Report development	Minh

Expectations

Commitment to Responsibilities
- ➢ Every team member must ensure they complete their assigned and accepted responsibilities with an open mind and on time.

- ➢ Team members must proactively communicate any potential delays or challenges and propose solutions.

- ➢ Ensuring the timely submission of all team and individual requirement documents.

Mandatory Saturday Class & Offline Meeting on Monday Attendance
- ➢ Every team member is required to attend the Saturday class unless there is a valid reason for absence.

- ➢ Every team member is required to attend the Saturday meetings after class (1 hour) unless there is a valid reason for absence.

- ➢ If a member cannot attend, they must notify the team in advance and provide a valid explanation for their absence.

- ➢ The consequences of an unexcused absence will be decided through a team vote, ensuring fairness and accountability.

Positive and Collaborative Attitude
- ➢ Quality of Work

- ➢ Deliver high-quality work that meets or exceeds agreed-upon standards.

- ➢ Maintain a cheerful, open, and learning attitude, fostering a positive and productive work environment.

- ➢ Encourage and support fellow team members, contributing actively to the common goals of the team.

- ➢ Ensure code quality through thorough testing, reviews, and adherence to the team's coding standards.

Communication and Transparency
- ➢ Engage in clear, respectful, and timely communication within the team and with stakeholders.

- ➢ Share updates, ideas, and feedback openly to ensure alignment and continuous improvement.

Punctuality and Attendance
- ➢ Attend all scheduled meetings, reviews, and collaborative sessions on time.
- ➢ Provide prior notice if attendance is not possible due to valid reasons.

Consequences

Notification and Explanation Requirement
- ➢ Team members must notify the team in advance if they cannot attend the Saturday class and provide a valid explanation.
- ➢ Failure to notify or provide a reasonable explanation will automatically result in a vote among the rest of the team to determine the appropriate consequence.
- ➢ Team Vote Process
- ➢ If a member is absent without prior notification or fails to provide a valid reason, the remaining team members will vote to decide the consequence.
- ➢ The decision will be based on fairness, the impact of the absence on the team, and the member's past attendance record.

Consequences for Unexcused Absences
1. **First Offense**:

   - ➢ Verbal warning issued by the team.
   - ➢ Requirement to submit a apology and a plan to ensure future attendance.

2. **Second Offense:**

   - ➢ Deduction of points related to team activities (reduced decision-making input and rewards).
   - ➢ Assignment of additional tasks or responsibilities to compensate for missed contributions.

3. **Third Offense or Repeated Violations:**

   - ➢ Team member may face removal from certain projects, roles, or even the team itself, depending on the severity.
   - ➢ Team vote may escalate to reporting the issue to higher management or supervisors, if applicable.

Any actions or offenses that adversely affect team performance or the overall evaluation will be formally recorded in the Meeting Minutes. The documentation

will detail the rationale, the nature of the offense, and the resulting consequences.

Agreement

Each team member *must* sign the charter. The Team Charter can be revised at any time during the project with the consent of **all** team members.

Signature

Gleb Ignatov
Date: 18-01-2025

Liam Knapp
Date: 18-01-2025

Gautam Singh
Date: 18-01-2025

Minh Le Nguyen
Date: 18-01-2025