**(2 points) Milestone 0: Team charter**

**Team Charter for SkyRoutes**

**1. Team Name:** The Last Minute  
(Note: Choose a professional name; offensive names will not be accepted.)

**2. Team Members and Contact Information:**

* Mingjian Li - ml8347@nyu.edu
* Fuxian Gong - fg1118@nyu.edu
* Yifan Hu - yh5435@nyu.edu
* Junjie Wang - jw8180@nyu.edu  
  (Ensure all information is accurate.)

**3. Team Meeting Schedule:**

* **Regular Meeting Time(s):** Every Tuesday from 3:00 PM to 4:00 PM, either on Zoom or in person.
* **Flexibility:** If one member misses the meeting, we will provide the recorded Zoom session. If more than one member misses the meeting, we will reschedule it within the same week.

**4. Team Goals:**

* Develop an app that is user-friendly for novice users.
* Create an app that meets all client requirements.
* Complete course assignments on time and accurately.
* Develop an original and innovative app.

**5. Personal Goals:**

* Mingjian Li: Learning new technologies, learning product management skills and building portfolio
* Fuxian Gong: Be more familiar with the process of developing an app through team cooperation.
* Yifan Hu: Mastery of SQL and database optimisation skills, Develop project management and communication skills.
* Junjie Wang: Explore new frameworks or libraries relevant to the project, Develop problem-solving skills in handling complex data requirements.  
  (Examples include learning new technologies, improving skills, and building a portfolio.)

**6. Team Governance:**

* **Decision-Making Process:** Consensus and Majority Rules
  + **Consensus:** Discuss until all agree.
  + **Majority Rules:** Vote on alternatives.
  + **Third Party Decides:** Present options to an external party for a decision.

**7. Member Expectations:**

* **Attendance:** Members must notify the team at least 1 day before missing a meeting.
* **Preparation:** Prepare for meetings by reviewing the agenda shared via Google Drive, Google Calendar, and WeChat..
* **Meeting Type:** Mostly zoom.
* **Communication:** Use WeChat for communication between meetings. Expected response time: within 24 hours.
* **Urgent vs. Non-Urgent Communication:** Primary channel: WeChat, Google meeting. Urgent Communication: Phone call.
* **Inclusion:** Ensure all members have a chance to discuss issues.
* **Conflict Resolution:** Attempt to resolve conflicts privately among concerned parties first. If unresolved, bring the issue to the entire team or consult the instructor.
* **Adjustments:** If any workflow or meeting structure is ineffective, propose changes, and the team will decide how to proceed.

**8. Grounds for Dismissal:**

* **First Warning:** Missing a team meeting or significant deadline without a valid reason.
* **Second Warning:** Repeated absence or failure to complete assigned tasks.
* **Dismissal:** A third violation of the above rules or continued neglect of responsibilities. Requires instructor approval before finalizing the dismissal.

**9. Signatures of All Team Members:**

* Mingjian Li
* Fuxian Gong
* Yifan Hu
* Junjie Wang

(Each member must type their name to signify agreement.)