



## Team Charter

**Date:** April 22<sup>nd</sup>, 2018, Stanford, California

**Team Name:** Lord of the Codes C&A Release 1.0.

### Team members and their roles on the project

- Ashley (marketing and sales, **Product Owner**)
- Claire (finance and accounting, **Project Sponsor**)

Delivery Team (all based in the US and Canada)

- Peter, MSc, PMP, PMI-ACP (Scrum software development - **Coach**)
- Anton, MBA (Senior Organic Food **Business Analyst**/Junior Python Coder)
- Brigit, CFA (Senior Retail/Wholesale **Business Analyst**/Intermediate Python/Java Coder)
- Charles, MSc (Senior Programmer/**Web Developer** – Python/PHP/Java/C# Coder)
- Dorothy, PhD (Senior Programmer/**Web Developer** – Python/Java/C/C++ Coder)
- Emma, BSc (Intermediate Programmer/ **Web Developer**/Mark-Up –HTML/JavaScript)
- Fred, BA (Intermediate Programmer/ **Web Developer** /Mark-Up –HTML/CSS)
- Gabrielle, MSc (Senior Software Engineer/**Product Tester**)
- Harold, BSc (Intermediate Software Engineer/**Product Tester**)

### Decision making

- Team members select tasks based on their skills and what is best for achieving our value goals
- Every team member is accountable for the quality of their work
- We will work collaboratively when possible and use a consensus approach when making team decisions

### Communication Strategy

- We will hold Whiteboard meetings for various topics and ask team members for assistance if required
- We use Jupyter Notebooks / Microsoft Visual Studio for shared programming code with explanatory mark-up language
- We hold Video Conferences on Mondays, Wednesdays & Fridays at 11am Pacific Time (local)
- We will update our tasks on the kanban board each work day morning before 9am Pacific Time (local)
- We will make every effort to attend all scheduled meetings in person (exceptions being scheduled and/or sick leave)
- We will give consideration to whomever is speaking and avoid sidebars or speaking over one another

Signatures

Grade: 10 (10 pts possible)

Graded Anonymously: no

*Comments:*

*Nice work, clearly shows the roles and team rules.*

Debra Hildebrand, May 1 at 4pm