







INF2001 Introduction to Software Engineering
AY 2023/24 Trimester 1
Project Team Charter

| | |
|-------------------|------|
| Team Name: | P7-2 |
|-------------------|------|

| S/No | Team Members | |
|------|-----------------------------------|--|
| 1 | Full Name: | Charisee Yip Zhi Ling |
| | Email: | 2203215@sit.singaporetech.edu.sg |
| | How can I best contribute? | Providing direction to the team |
| | What do I need help with? | Cooperation from all team members |
| 2 | Full Name: | Koh Leng Siang Aloysus |
| | Email: | 2200700@sit.singaporetech.edu.sg |
| | How can I best contribute? | Technical development of the product |
| | What do I need help with? | Detailing down the technical aspects of the product |
| 3 | Full Name: | Kwok Zhen Yu |
| | Email: | 2200973@sit.singaporetech.edu.sg |
| | How can I best contribute? | I can best contribute to designing and creating the “use case diagram” and “class diagrams”, and ensuring functional requirements are feasible to implement. |
| | What do I need help with? | QA Engineer to assist with White and Black box testing, UI/UX Developer to create user-friendly interfaces. Team Lead and Techlead to provide direction. |
| 4 | Full Name: | Tan Wee Ming |
| | Email: | 2201383@sit.singaporetech.edu.sg |
| | How can I best contribute? | Ensure the delivered quality of the software product is to the maximum |
| | What do I need help with? | Need help with time management by prioritising the more important tasks to meet the deadline |
| 5 | Full Name: | Eric Koh Meng Hwan |
| | Email: | 2200957@sit.singaporetech.edu.sg |
| | How can I best contribute? | Look for ways to improve the product experience in terms of efficiency and design |
| | What do I need help with? | Feedback from the development team |
| 6 | Full Name: | Lim Wee Shyan, Wilson |

| | | |
|--|-----------------------------------|---|
| | Email: | 2200582@sit.singaporetech.edu.sg |
| | How can I best contribute? | Provide technical expertise for the development of the product |
| | What do I need help with? | Require full stack developer to develop product after providing direction |

| As a Team, we agree to/that.... | |
|---|--|
| Team Goals <i>What do the team wish to accomplish with this project?</i> | 1. Communicate well with the client 2. Able to empathise the pain points and solve the client's problems 3. Understand the procedure that a software engineer goes through 4. Learn how to design documents |
| Team Meetings <i>When and where?</i> | Date and time of meetings to be confirmed, location of meeting can be online or physical |
| Team Meetings <i>What should I do if I am going to be late or unable to attend a meeting?</i> | If any of the team members is unable to make it or is late for the meeting, we will inform the rest of the team ahead of time. Additionally, the team member who was late or did not make it for the meeting will be updated on any discussions and decisions made during that particular meeting. |
| Working as a Team <i>How should major project decisions be made?</i> | We will have a team vote to decide on whether to proceed with the major project decisions, considering various factors such as cost and time efficiency, complexity, etc. |
| Working as a Team <i>What should I do if I am unable to fulfil my tasks before the deadline?</i> | Inform the team ahead of time to solicit help in tasks that the particular team member is unable to fulfil before the deadline. |
| Working as a Team <i>What should I do if I spot a piece of work by another team member that can be improved tremendously?</i> | Discuss and seek the permission from the team member which work can be improved. Inform him/her about how he/she can improve on the work and work out a solution for it. |
| Avoiding Plagiarism Acknowledgement | An act of plagiarism by one member will affect the grade of ALL members. |
| Avoiding Plagiarism <i>How should plagiarism be reduced to zero?</i> | Paraphrase information we gathered online and cite relevant sources. Use plagiarism detection tools to ensure we did not unintentionally plagiarise. |
| Final Grade Acknowledgement | Marks are individualised. Students who have made the most contribution gets the team grade. Students who have made less contribution gets a lower grade. Students who have made zero contribution gets nothing. There is no reassessment for the project. |

| Team Member | Full Name: | Acknowledgement and Agreement <i>By signing, I agree to adhere to the above.</i> |
|-------------|------------------------|---|
| 1 | Charisee Yip Zhi Ling |  |
| 2 | Koh Leng Siang Aloysus |  |
| 3 | Kwok Zhen Yu |  |
| 4 | Tan Wee Ming |  |
| 5 | Eric Koh Ming Hwan |  |
| 6 | Lim Wee Shyan, Wilson |  |