**Project Team Charter**

**GCF Website Revamp**

**Greenhills Christian Fellowship**

| Industry Partner | Greenhills Christian Fellowship |
| --- | --- |
| Primary Instructor | Anajana Shah |
| Team Member | Phoenix Armand Ani |
| Team Member | Do Huynh |
| Team Member | Min Nhat Vo |
| Team Member | Jacob Solano |
| Team Member |  |

Document Revision History

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**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

The main purpose of forming this team is to recreate an existing website for a church called Greenhills Christian Fellowship or also known as GCF. The team consists of talented individuals who excel in different fields of front and back-end programming and are seen fit to build and develop the project. The team anticipates that the website will become a huge success in the long term, there may be setbacks but it will only become a handful of them.

## 2. **Background**

The Greenhills Christian Fellowship website has been active since 2008 and the officials of the church wanted to recreate it so that it will become more modern and interactive to its users/visitors. The current website is a slight improvement compared to the very first one but it still has visual flaws and features and the church has tasked one of its members to spearhead the project for the new website. A member from the capstone group has a close connection with that church member and so it started from there.

The users/customers are the church attendees, it may also extend to those who are looking for a church. There are also the stakeholders and there are three of them sent from the church to supervise the capstone group and provide feedback.

## 

## 3**. Scope**

### In Scope

* Task Splitter - Github
  + Every team member will be assigned to a specific task which is initiated from the main project initial.
  + This will provide deadlines for every task that needs to be completed
* Technical Tools
  + Every team member will be provided with an IDE (Intergrated Developement Environment) which has every required tool and packages installed.
  + User-friendly interface software is provided for working with database intuitively
* Responsive product
  + The final product will be displaying responsively on both mobile-based platform as well as desktop-based platform
  + At least 10 devices will be running the product with the desired design and functionalities

### Out of Scope

* Costs
  + Estimated funding will be provided by the stakeholder for the success of the project.
* Extra-features or functionalities
  + Stakeholder requires to add more features to the product.

### Team’s Roles

| **Team Member** | Phoenix Armand Ani | Do Huynh | Jacob Solano | Minh Nhat Vo |
| --- | --- | --- | --- | --- |
| **Role** | Front-end Developer | Back-end Developer | Back-end Developer | Front-end Developer |

## 4. **Team composition**

There are four members from the capstone group and three from the church who are the stakeholders. The members who are in the capstone group are the core members and they will be under supervision by one of the church officials, that person is one of the stakeholders and will become our point of contact between our company and GCF. The project owner and director will manage the financial needs of our company and they will be providing feedback in order to improve the product.

## 5. **Team empowerment**

The team is democratic where every member has to be respectful and responsible for every decision that has been made. Everyone will have the right to express their ideas or thoughts about a specific topic and be approved by everybody before implementing any idea. Everybody will be assigned a specific task with the deadlines and if extension is needed, it must be announced at least 2 days before the deadlines.

## 6. **Team operations**

Development team will have access to the source code using WordPress and Github, every member will clone the project to their local machine to start working on it. New branches will be made for each member to make changes to the source code. Each change will be reviewed by the team members and show what’s new to the stakeholder. Before getting into handling data, the development team will have time to analyze the data structure and how the data is handled. Team meetings will be conducted every week with the stakeholder via Zoom or in-person depending on each member’s schedule and availability. If any member can not make it to the meeting, they have to present the appropriate reason for their absence. If there is any new request or personal idea about upgrading or changing the current source code has to be approved by the team members and then by the stakeholder.

## 7. **Team Performance Assessment**

| **Quality** | **Unsatisfactory** | **Satisfactory** | **Good** | **Excellent** |
| --- | --- | --- | --- | --- |
| Work to Full Potential |  |  |  |  |
| Quality of Work |  |  |  |  |
| Work Consistency |  |  |  |  |
| Communication |  |  |  |  |
| Independent Work |  |  |  |  |
| Group Work |  |  |  |  |
| Productivity |  |  |  |  |
| Creativity |  |  |  |  |
| Honesty |  |  |  |  |
| Integrity |  |  |  |  |
| Coworker Relations |  |  |  |  |
| Stakeholder Relations |  |  |  |  |
| Technical Skills |  |  |  |  |
| Attendance |  |  |  |  |

## 8. **Signature Page**

​ Signatures from Capstone Group

* Phoenix Armand Ani
* Jacob Solano
* Do Huynh
* Minh Nhat Vo