**199 Team Charter**

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| MISSION & OBJECTIVES | * In this project we would like to successfully deploy a multi-site Active Directory environment for Elections BC. * The environment should be completely fault tolerant and support the loss of one or more servers. Users should be able to seamlessly transition between sites. * Timeline – April 27th to May 10th * Successful demo is expected to be presented on May 10th. |

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| SCOPE | * In-scope:   Fully functional AD Environment with fault tolerance  DNS Services  DHCP Services  Internal phone system  Organizational Units / GPO Structure  Site-to-Site VPNs for connectivity  DFS File sharing with Replication  Staff Email creation  External Staff portal for Moodle access  Staff Website Filtering   * All work done must be confirmed by the Product Owner before completion |

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| TEAM VALUES | * Team members are all equal in this project and all opinions must be heard by each member of the team. * If you are a team member who needs to leave the project for any reason, as soon as it is realistically possible for you to do so, at least one of your team members must be notified of your departure. * If any member of the team is feeling negatively about any aspect the project, they are encouraged to openly discuss their feelings with the team. The goal of this discussion is to try to reassure the team member and keep them on track. If these negative feelings can’t be resolved, the members role in the project is up for discussion * If team members are stuck on a decision, we will democratically vote on the topic. Majority vote wins. |

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| COMMUNICATION  GUIDELINES | * Communication will be done over Discord, as well as in daily meetings. * All daily meetings will be held twice a day, once at the beginning of the workday, and once at the end. * Sprint Retrospectives will be held after each sprint to find out what works best for the team. * Responses to communication are expected within 24 hours unless a valid reason for absence is given. * Daily attendance is mandatory for the success of the project. In the occasion that you are not available to come in for a workday, communication with the team should occur as soon as possible * All online communication must be kept secure. The server used for communication will be run by Ryan and will only have members of the team as users. |
| DOCUMENTATION GUIDELINES | * GitHub will be used for all project management documentation (User stories, task lists, etc.) * Visio will be used to create all topologies * Written documentation can be done on whichever app the user prefers, however documentation that needs to be handed in to stakeholders should all be done on Word * All documentation that needs to be seen by anybody outside of the team must be formatted in an aesthetically pleasing way and written in professional language. * Topology documents will be designed to be returned to the elections BC IT support team. In the case of any maintenance needing to be performed, these documents can be used as references. * All documentation must be kept secure to prevent security breaches from occurring. * Documentation will not be shared to anybody outside of our team and the projects stakeholder(s) * Documentation will be shared through a One Drive folder that Ryan has stored on his PC. Access to this shared drive will be limited to team members only. |