Team Charter

Team 2

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SWEN 661 - User Interface Implementation

University of Maryland Global Campus

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Revision History

Date	Version	Description	Author
01/12/2026	1.0	Initial release	Corey Bayliss
01/13/2026	1.1	Formatting changes and additions	James Stevens
01/13/2026	1.2	Updated Version	Corey Bayliss
01/13/2026	1.3	Formatting	James Stevens

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1. Team Composition

Team Members

James Stevens — Project Lead / Coordinator

Responsibilities: Schedules meetings, tracks milestones and deadlines, facilitates communication, and ensures timely progress across tasks.

Vacant — UX Design Lead

Responsibilities: Produces wireframes, user flows, prototypes, and visual layouts; incorporates handedness-inclusive interaction patterns.

Corey Bayliss — Research & Usability Lead

Responsibilities: Conducts literature review and requirement gathering; produces personas and journey maps; plans and executes usability testing; documents findings.

Shared Responsibilities

All team members will:

- Contribute to documentation
- Participate in testing and evaluation
- Review and approve major decisions
- Conduct research activities
- Contribute to design activities

2. Purpose & Goals

The purpose of this team is to design and evaluate user interface solutions that support left-handed caregivers in performing digital workflows efficiently and comfortably. The team aims to address a usability gap in existing digital tools, which overwhelmingly assume right-handed interaction patterns, resulting in increased friction for left-handed users.

Goals

The team's goals for this project are to:

1. **Design an inclusive interface** that accommodates left-handed ergonomics without degrading right-handed usability.
2. **Improve workflow efficiency** for left-handed caregivers in common tasks such as documentation, scheduling, and communication.
3. **Apply human-centered design practices** including research, prototyping, and usability testing.
4. **Deliver a functional prototype** and supporting documentation suitable for academic evaluation.
5. **Demonstrate academic understanding** of usability, interaction design, accessibility, and inclusive technology design.

Desired Outcomes

- By the end of the project, the team aims to produce:
- A prototype interface optimized for left-handed interaction
- Research artifacts informing design decisions
- Usability findings based on testing and evaluation.

3. Scope

The scope of this project will be to create a user design and interface of the application for left handed users. This will not include the setup or implementation of servers and backend programming. This will be strictly the presentation of data within the application.

In Scope (What the team will do):

- Design user interface concepts for left-handed caregiver workflows
- Create wireframes, prototypes, and visual design components
- Conduct research related to left-handed usability and ergonomics
- Perform usability testing and gather feedback
- Document design decisions, research findings, and user testing outcomes
- Produce a front-end or prototype-level implementation sufficient for demonstration

Out of Scope (What the team will not do):

- Backend system development (servers, databases, APIs, authentication, etc.)
- Full production deployment or platform distribution
- Integration with real clinical systems or medical devices
- Handling of live patient data or compliance with HIPAA/PHI regulations
- Non-UI features unrelated to handedness, ergonomics, or caregiver workflows

4. Roles & Responsibilities

Assigned Roles

1. **Project Lead / Coordinator**

   Responsibilities:

   - Schedules meetings and ensures timely communication
   - Tracks deadlines, deliverables, and milestone progress
   - Removes blockers and coordinates task handoffs

2. **UX Design Lead**

   Responsibilities:

   - Produces wireframes, user flows, and prototypes
   - Leads visual design and layout decisions
   - Applies handedness-inclusive interaction patterns

3. **Research & Usability Lead**

   Responsibilities:

   - Conducts literature review and requirement gathering
   - Develops personas and journey maps
   - Plans and executes usability testing and documents findings

Shared Responsibilities (All Members)

All team members will:

- Contribute to documentation and final report
- Participate in testing and evaluation
- Conduct research activities as needed
- Contribute to design activities and feedback cycles
- Review and approve major team decisions

5. Decision-Making Rules

Decision Process

1. The team will begin with a discussion of the issue, including clarification of the problem and relevant context.
2. Pros and cons will be identified as needed.
3. After discussion, a decision will be made by vote.

Voting Method

- Decisions require a simple majority (2 out of 3) to pass.

Tie-Break Rule

- In the event of a split or unresolved disagreement, the Project Lead / Coordinator will facilitate a brief follow-up discussion.
- If consensus still cannot be reached, the Project Lead will make the final decision.

Decision Types

- **Minor decisions** (e.g., formatting, small design tweaks) may be made informally by the member responsible.
- **Major decisions** (e.g., scope changes, role changes, final design directions, deadlines) will follow the voting process above.

Timeboxing Discussions

- Discussion for major decisions will be timeboxed (e.g., 10–15 minutes) to avoid unnecessary delays.

6. Ways of Working

Communication Channels

- **Primary**: Microsoft Teams (messaging, voice/video meetings)
- **Secondary**: University Email (formal and instructor-related communication)
- **Backup**: Personal Email or phone (urgent situations only)

Response Expectations

- Messages sent Monday–Friday will receive a response within 24 hours.
- Team members will notify the group if they expect reduced availability.

Meeting Cadence

- A weekly synchronous meeting (15–30 minutes) will be held to review progress, surface blockers, and plan tasks.
- Additional ad-hoc meetings may be scheduled if needed.

Tools & Collaboration Platforms

The team will use the following tools for collaboration:

- **Communication**: Microsoft Teams, University Email
- **Documentation**: UMGC Group Locker (shared files, revision history)
- **Version Control**: Git/GitHub (source code, code reviews, branching)
- **Development Tools**: VS Code or equivalent IDEs

File & Versioning Management

- All code work will be managed via Git/GitHub using branching and commit history.
- Shared documents will use Group Locker to maintain version history and avoid conflicts.
- Final documentation will be reviewed before submission to ensure consistency.

Deadlines & Task Management

- Deadlines will follow the course syllabus and project timeline.
- Tasks will be assigned with clear owners and due dates during meetings.
- If a team member anticipates missing a deadline, they will notify the team as early as possible to coordinate support.

7. Values & Behavior Standards

Our team will uphold the following values throughout the project:

Respect

- Treat all team members professionally and with courtesy.
- Listen actively to differing perspectives and ideas without interruption.
- Assume positive intent and avoid personal criticism.

Accountability

- Complete assigned tasks on time and communicate proactively if delays arise.
- Be reliable in attendance, responsiveness, and follow-through.
- Take ownership of mistakes and work with the team to resolve them.

Work Quality

- Submit work that meets agreed-upon requirements and standards.
- Accept and incorporate feedback without defensiveness.
- Support teammates by reviewing work constructively when asked.

Communication Tone

- Maintain clear, respectful, and solution-oriented communication.
- Ask clarifying questions before assuming misunderstandings.
- Escalate concerns calmly and through appropriate channels.

8. Conflict Resolution Approach

Most conflicts will be handled directly within the team using structured communication. The team will follow these steps:

Step 1: Direct Discussion

- Team members involved will describe the issue calmly and factually.
- Each member will have the opportunity to share their perspective without interruption.
- The goal at this stage is mutual understanding, not winning an argument.

Step 2: Evaluation and Proposed Solutions

- The team will identify possible solutions and their pros/cons.
- Clarifying questions may be asked to ensure shared understanding.

Step 3: Decision via Voting

- If consensus is not reached, the team will decide by vote (simple majority).
- The decision reached by majority vote is considered final.

Step 4: Mediation (If Needed)

- If conflict becomes personal, unproductive, or blocks progress, a neutral team member will act as mediator.
- If the Project Lead is part of the conflict, another team member will mediate.
- Mediation focuses on aligning with team goals, timelines, and course requirements.

Step 5: Escalation (Last Resort)

- If conflict cannot be resolved internally after mediation, the issue will be escalated to the course instructor for guidance.

9. Definition of Success / “Done”

To prevent misunderstandings about when work is considered complete, the team agrees to the following criteria for designating tasks and deliverables as “Done”:

Deliverable Completion Criteria

A deliverable is considered complete when:

- All required components outlined in the assignment or project plan are included
- The work meets the agreed design or content specifications
- The deliverable is reviewed by at least one other team member
- Final revisions based on feedback have been applied

Quality Expectations

Completed work must:

- Be accurate, functional, and readable
- Meet UX/UI design standards established by the team and/or course
- Contain no obvious errors, placeholders, or missing content
- Demonstrate appropriate level of research or visual fidelity for the deliverable type

Timeline Adherence

- Deliverables must be completed by the agreed internal deadline and no later than the official course deadline
- If a delay is anticipated, the responsible member must notify the team at least **48 hours** in advance to coordinate support or redistribution of tasks

Success Criteria for the Project

The project will be considered successful if:

- All required course deliverables are submitted on time
- The interface prototype functions as intended for demonstration
- Research, design, and testing documentation are complete and cohesive
- The team collaborates professionally and resolves issues constructively

10. Signatures / Agreement

By signing below, each team member confirms that they:

- Have read the full team charter
- Understand the expectations, processes, and responsibilities outlined
- Agree to follow the charter throughout the duration of the project
- Acknowledge their individual and shared responsibilities
- Commit to contributing to the team's success

Team Member Signatures

Name	Signature (Typed)	Date
Corey Bayliss	*Corey Bayliss*	1/13/2026
James Stevens	*James Stevens*	1/13/2026