

Team Charter

Team Name

Team Name: Group 11

Team Logo



Team Members

Team Member Names	Contact Information
Chia-Hua, Chang	+1 (548) 577-6306
Bin Hu	+1 (437) 669-8875
Zhiqun Xie	+1 (437) 766-1611

Member Roles

List the team member(s) who will work on each aspect of the project in the table below:

Project Management	
Team leadership	Chia-Hua, Chang
Project planning	Bin Hu
Project record-keeping	Chia-Hua, Chang ; Bin Hu; Zhiqun Xie
Analysis, Design and Documentation	
Interacting with clients	Bin Hu
Diagramming and documenting client requirements	Chia-Hua, Chang
Diagramming and documenting overall design	Bin Hu
Technical documentation	Zhiqun Xie
Client documentation	Bin Hu
Web Development	
Creating web graphics	Chia-Hua, Chang

Web site design	Chia-Hua, Chang
Web page design	Chia-Hua, Chang
Web programming	Chia-Hua, Chang
Interactive testing	Chia-Hua, Chang
Business Layer Development	
Class design	Bin Hu; Zhiqun Xie
Business programming	Bin Hu; Zhiqun Xie
Technical / lower-level programming	Zhiqun Xie
Unit and integration testing	Zhiqun Xie
Database Development	
Database design	Bin Hu
SQL/LINQ Development	Bin Hu
Other	
Report development	
Installer development	

Expectations

1. "Each team member is expected to contribute equally to the workload, ensuring a fair distribution of tasks and responsibilities."
2. "All team members must attend scheduled meetings unless excused in advance, to maintain communication and project continuity."
3. "Deliverables must be completed on or before the due dates established in the project timeline to ensure timely progress throughout the project."
4. "Team members should communicate openly and respectfully, providing constructive feedback and supporting a positive work environment."
5. "Conflicts within the team must be resolved quickly and constructively, involving a mediator if necessary, to maintain team harmony and focus."
6. "Each member is expected to maintain a high standard of quality in all work submitted, aligning with the project's objectives and requirements."
7. "Members should proactively seek assistance or clarification when needed to ensure that tasks are completed accurately and efficiently."
8. "All team members should demonstrate accountability for their actions and decisions related to the project to foster trust and dependability among the group."

Consequences

1. **Initial Feedback and Discussion:** When expectations are not met, the first step will be a private discussion between the involved team members and the team leader to identify the issue and seek a resolution.
2. **Reassignment of Tasks:** If improvement is not seen, tasks may be reassigned to ensure the project's success, while the underperforming member may be given tasks that better suit their current skills.
3. **Documentation of Proceedings:** All steps taken, discussions held, and decisions made in response to the failure to meet expectations will be documented for transparency and future reference.

Agreement

Each team member *must* sign the charter. The Team Charter can be revised at any time during the project with the consent of **all** team members.

Signature

Hu Bin Zhiqun Xie Chia-Hua Chang

Date:

25 MAY 2024