Team Charter outline  
--------------------  
  
Team purpose:

The team will work collaboratively to develop and design an innovative web application that will solve a pressing issue in the internet world. This team will do this project for the IS448 class and for the general public in order to create a solution for a large spread problem.   
  
Duration and time commitment:

- amount of time team will work together

However long it takes to get the task done.

- estimated amount of time that will be dedicated weekly

10 hours

- when will project end?

As soon as possible  
  
Team members:  
List team members and their roles, areas of expertise

Priyanka Ranade: Role: Project Lead. Areas of expertise: Documentation, Analysis, Scheduling

Jaimee Pineda - Role: Analyst. Areas of expertise: Research, communication, and overall sound technical foundation.

Mikhail Plungis - Role: Lead Programmer. Areas of expertise: Object oriented programming (C++), scripting languages (javascript, python).

Vijay Golla: - Role: Business Analyst. Areas of expertise: Documentation, Code Analysis

Denzel Ketter: - Role: Quality and Assurance Engineer (Test Lead). Areas of expertise: object oriented- programming (Java, C++), design (Adobe suite), and technical communication

Team practices:  
Strategies and processes that need to be clarified and set up in order to accomplish work together, specifically,

- how will the team work together? what strategies will be followed?

The team will work together by communicating with one another in order to complete the project to the best of our abilities. We will arrange days and times in which we all can meet up and work on the project together so that we all are on the same page.   
- how often will you meet?

We will meet once a week in order to complete the project. However, we will continue to work on our individual parts throughout the week.

- How will you divide coding and other activities?

We will determine what needs to be done first. We will then divide each task to match what each member feels most comfortable and confident completing.   
  
Team Performance Assessment:

- list key areas of performance needed for team success along with means of measuring progress.

We will need to have a continuous flow of communication. Our GroupMe chat will help facilitate this. Many small goals can act as benchmarks in terms of being able to measure our progress along with definitely making the project deadlines on time.

- how will the team measure that it has achieved its goals

We’ll be able to measure a goal by seeing if it’s completed or not. If a goal isn’t completed we’ll communicate with one another what work must be done until the goal is achieved and who is to do what.

- identify a policy for fair share of workload

We’ll distribute the workload amongst ourselves together. If at any time somebody feels like what was distributed was unfair or if they need extra help for a particular part of the project they can contact the rest of the members.

Communication strategies:

- process of sharing information both within the team and outside the team

We will use the instant messaging app GroupMe to schedule meetings and ask questions pertinent to the project when not meeting in person. To share relevant information with those outside the team we will designate someone from the group to reach that person via email.  
  
Decision making and accountability:

Decision making will embrace a huge role, and will be a centralization point for all team members. In order to ensure proper decision making, accountability of assignments, roles and responsibilities, and communication will come into play in our process.

Process for how decisions are made and communicated:

The team will communicate their ideas equally through various forms. ideas, updates, and critique will encourage discussion and will be communicated through the applications “GroupMe” and “Google Doc”. Every team member will create a GroupMe account. All ideas must be addressed by all team members. If issues with assigned tasks arise, they will be communicated for all to see in the GroupMe.

3) Team Member Accountability/Task Fulfillment

Team member roles/responsibilities will be assigned based upon individual skillsets.

A project schedule will be made, with tasks and due dates assigned to each member. If a particular task is not done, team members can refer to the project schedule to check member responsibility.

4) Workload Distribution:

All team members will be assigned an event amount of big tasks and will be listed on the project schedule. Naturally, depending on variation of roles, work distribution can become scattered. If a team member feels too overwhelmed with their tasks, this should be expressed to the project lead, and the workload will be distributed accordingly. No one member should have a significant amount of tasks in comparison to other team members. If a task can be done by the whole team, it will be a group effort and will be completed at in-person meetings.

4) Conflict Resolution

* Members will be expected to attend all meetings and actively engage in online communication. They will also be expected to communicate challenges and issues to the team lead. If for some reason a member cannot attend, the project lead will update them with meeting notes. If a meeting has to be missed and a group effort is needed for completion of major tasks, rescheduling will be done- if it is time pressing, a task will be assigned to the member before the meeting.
* If major and constant problems arise such as disrespectful communication, missed deadlines, and constant impromptu behavior, the project lead will have a 1-1 discussion with the team member and will be put on probation. If the problems continue, the problematic member will be “fired” and tasks will be distributed amongst other members, and the problematic individual/individuals will be given a poor review or will not be given credit for tasks, if they are not complete.
* In case of an indisposed team member, tasks will be evenly distributed amongst the rest of the team members and will be assigned according to individual skillsets.

Signatures:

Resources: Materials and organizational support the team needs to accomplish its goals

Google will be a primary tool utilized. Our class book will be another great resource. The professor will also be another great resource.  
  
Signature page

- Each team member should sign the charter. Serves as a contract/agreement between team members