**ITECH 3208 SEM1 2025 Combined 001**

**Timesheet app SAP project for IBM**

**Team Charter**

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# Team Roles and Responsibilities

1. **Product Owner - Alec**

* Act as the primary liaison between the team and the client.
* Feedback from client will be shared over teams in a standup meeting or at the tutorial time
* Define and communicate project requirements and outcomes.
* Organize project
  + Github  ([uimae/SAP-IBM-Timesheet](https://github.com/uimae/SAP-IBM-Timesheet))
  + Pull/push requests
  + Add jobs to Jira (<https://project1saptimesheet.atlassian.net/jira/software/projects/SCRUM/summary>)

1. **Scrum Master- Jared**- **Rotating Role (Excludes Product Owner)**

* Facilitate Scrum ceremonies, including 3 stand-ups meetings every week, sprint reviews, and retrospectives.
* Ensure adherence to Agile principles and Scrum framework.
* Manage and monitor Jira tasks.

1. **Development Team Members – Marlon & Vashista**

* Actively participate in sprint planning, development, and testing.
* Collaborate with the team to complete assigned tasks efficiently.
* Communicate progress, blockers, and dependencies in stand-up meetings.

# Team Values

* **Punctuality**– Team members will be on time for all meetings and deadlines, Jira jobs will be completed on time.
* **Respect** – All member’s opinions and contributions are valued, Each of the team members respect one another, acknowledging different people abilities and strength and distribute equal amounts of work.
* **Transparency –**Open and honest communication about progress and challenges, All the work done by any team member will be available in ms teams channel for all the team members to review and modify. All team communications are recorded.
* **Adaptability** – Being flexible in terms of roles and jobs. All team members are taking the role of scrum master and are willing to take the role of product owner if necessary.

Team SFIA skills:   
Area of expertise each team member brings to this project

1. **Vashista**

* CODA -Coding and Development (Level 3) - I have programming experience that will help in developing the timesheet system.
* TEST - Testing (Level 3) – I can perform basic software testing to ensure the application works correctly.

1. Alec

* Product management PROD - level 2
* Business situation analysis BUSA - level 2
* Requirements definition and management REQM – level 2

These are skills I have picked up either through education and will be relevant

1. Marlon

* **Systems Development** (Level3) - Experience in designing, building, testing, and maintaining software solutions to meet user and business requirements.
* **Network Support** (Level3) - Experience in maintaining, troubleshooting, and optimizing network infrastructure to ensure reliable connectivity and performance.

1. Jared

* Product management PROD - level 2
* Stakeholder relationship management RLMT - level2

# Meeting Guidelines

### **Meeting Guidelines**

* **Sprint Meetings:**
  1. **Sprint Review Meetings** – Held at the end of every sprint to discuss completed work.
  2. **Sprint Retrospective Meetings** – Conducted at the end of each sprint to reflect on what went well and areas for improvement.
  3. **Sprint Planning Meetings** – Conducted at the beginning of each sprint to plan the schedule and tasks needed to be covered in each sprint.
* **Scrum Stand-Up Meetings (15-minute check-ins):**  
  • Monday: 2:30 PM – 2:45 PM  
  • Wednesday: 4:30 PM – 4:45 PM  
  • Friday: 2:30 PM – 2:45 PM

**Changes Based on Retrospective:**

* 1. Stand-up meetings should not go more than **15 minutes**. We will aim to have them in **Jira** from **Sprint 2**.
  2. **No one should be absent** for a stand-up meeting.
* **Weekly Tutorial:**  
  • Tuesday: 4:40 PM (Attendance is mandatory for all team members.)
* **Attendance Expectations:**  
  • All team members are expected to attend meetings punctually.  
  • If a member is unable to attend, they must notify the team at least 24 hours in advance or within 12 hours after the meeting and review meeting recordings or minutes.
* **Additional Changes Based on Retrospective:**
  1. **Team members should involve in client meetings from Sprint 2 onwards.**
  2. **Invite Meena (our supervisor) to the Sprint 2 retrospective meeting.**
  3. **Conduct all meetings like Sprint Review, Sprint Retrospective using tools** (e.g., MS Teams, Jira, etc.) so we can follow the guidelines**.**

# Communication Guidelines

* **Microsoft Teams** – Primary platform for chat and discussions.
* **Jira**– Used for task allocation, sprint planning, and tracking progress.
* **GitHub**– Shared repository for version control and code collaboration.
* **OneNote** – Used to draft and store project documentation.
* **Stand-up Meetings** – Provide progress updates and discuss blockers.
* **Meeting Documentation –** Recorded and documented in Teams for reference.

# Definition of Done (DoD)

* The code meets the acceptance requirements and is fully implemented.
* Both integration and unit tests (test for all critical functionalities) are passed by the feature.
* If necessary, documentation is updated.
* After review, the code is added to the main block.
* The work has been authorized by the reviewer or product owner.

# Ways of working

* Agile Approach: We will follow Scrum with 2-week sprints, 1 week conducting sprint reviews and retrospectives to adapt and improve.
* Collaboration: Teamwork is key, with active participation from all members in meetings and tasks. Knowledge sharing is encouraged.
* Clear Communication: Use Microsoft Teams for updates and Jira for task management. Git Hub for document version control and shared access to all the documents of project.
* Punctuality & Accountability: Meetings will start and end on time. Deadlines will be met, and issues will be raised promptly.
* Quality Assurance: Work will meet the Definition of Done (DoD), with regular testing and peer reviews to ensure quality.
* Continuous Improvement: We will reflect on our processes during retrospectives and make improvements each sprint.
* Work-Life Balance: We respect personal well-being, maintaining a healthy balance and offering support when needed.

# Conflict Resolutions

* Encourage open dialogue between the team members to understand different perspectives.
* If it is a matter that involves the full team each member will Listen actively to all sides and identify the main concerns.
* Work towards a compromise that satisfies all parties involved depending on the requirements for satisfaction.
* Ensure that decisions taken to resolve conflict align with project goals and Agile best practices.

# Acknowledgment & Agreement

Every member of the team agrees to follow the rules and standards specified in this Team Charter for the IBM Timesheet App Project.