**Software Innovation Studio Team Charter**

*A team charter can be prepared for many reasons. The first is to document the team’s purpose and clearly define individual roles, responsibilities, and operating rules. Second, it can be used to establish procedures for both the team and agency management on communicating, reporting, and decision-making. The team charter can be a blueprint and it defines how the team is empowered to work/project, including assigning responsibility and authority. Last, it facilitates stakeholder by including key members in the decision-making process and helping to obtain their concurrence.*

**TEAM INFORMATION**

|  |  |
| --- | --- |
| **Team Name** | CCF-A |
| **Product Owner** | Hanyang Tan |
| **Scrum Master** | Yuxuan Ji |
| **Scrum Team Members** | Zirui Song/ Yaohang Li/ Zhishuo Li |

Every team member must briefly list personal knowledge, experience, expectation of the outcomes for the project, commitments (attendance of team activities, working hours and contributions) and roles with assigned tasks within the team. Further details about tasks can be listed in the task management/project timeline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Knowledge / Experience** | **Expectation(s) and commitment(s)** | **Assigned tasks** |
| Hanyang Tan | Team leader | Java, Spring, scrum | Lead the team, ensure project meets deadlines | Oversee project progress, coordination |
| Yaohang Li | Developer | Swift, Python, Linux | Collaborate effectively with the team | Backend development and integration |
| Zhishuo Li | Developer | UI/UX | Deliver high-quality code, meet milestones | Design user interface and user experience |
| Zirui Song | Programmer | LLM, DATA analysis | Coding for programing and talking technoigic skill | Develop machine learning models, data analysis |
| Yuxuan Ji | Scrum Master | Scrum, C++ | Facilitate Scrum processes, ensure smooth workflow | Organize and lead Scrum meetings, manage sprint backlog |

## Timeline

*(Detail timeline and task assignment; Have detail timeline regarding functions and sprints)*

*Sprint 1*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Function* | *Task* | *Assigned to* | *Due Date* | *Expected Outcome* |
| *Setup* | *Create development environments* | *All members* | *29/08* | *Development environments ready for use* |
| *UI Design* | *Draft initial UI design* | *ZhiShuo Li* | *10/09* | *Initial UI mockups complected* |
| *Project Management* | *Setup Git repostiory* | *Zirui Song* | *30/08* | *Project mangement tools in place* |
| *Business Analyst* | *Making detail business analyst* | *Yaohang Li, Zishuo Li and Yuxuan Ji* | *30/08* | *Business analyst plan* |

*Sprint 2*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Function* | Task | *Assigned to* | *Due date* | *Expected Outcome* |
| *Audio Processing* | *Develop audio to text conversion module* | *Yaohang Li and Zirui Song* | *20/09* | *Audio accurately converted to text* |
| *Emotion Extraction* | *Develop emotion extraction module* | *Hanyang Tan and Zirui Song* | *24/09* | *Emotions accurately extracted* |
| *Music Generation* | *Develop music Generation module* | *Zirui Song* | *24/09* | *Music accurately generated based on emotions* |

*Spring 3*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Function* | *Task* | *Assigned to* | *Due Date* | *Expected Outcome* |
| *Integration* | *Integrate all developed modules* | Zirui Sogn and Yuxuan Ji | |  | | --- | | 28/09 | |  | | |  | | --- | | Seamless integration of all modules | |  | |
| |  | | --- | | UI Enhancement | |  | | |  | | --- | | Enhance UI/UX based on feedback | |  | | |  | | --- | | Yaohang Li | |  | | *01/10* | |  | | --- | | Improved user interface and experience | |  | |
| Testing | |  | | --- | | Conduct initial user testing | |  | | |  | | --- | | All Members | |  | | *01/10* | *Improved user interface and experience* |

## Team operations

*(Describe* ***team operational plans****, for example, frequency of meeting, Trello/Git policy, meeting preparation, progress report, attendance of meeting, team’s decision-making processes, plans to establish ground or operating rules, or team activities, etc.)*

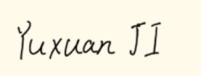
Frequency of meeting: once a week

***Git ：*** [***https://github.com/ZiruiSongBest/MusicWorld***](https://github.com/ZiruiSongBest/MusicWorld)

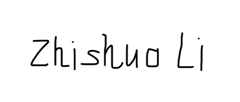
***Trello: https://trello.com/b/aod6rIN0/t17***

***policy:***   
***Meeting preparation:*** *Everyone should summarize their own progresses and planning*  
***Progress Report:*** *Mark on the finished assignment base on specific standard*  
***Attendance of Meeting:*** *Everyone should come to the meeting, but who do not attend the meeting in continued 2 weeks, we should take some punishment in group contribution*  
***Team’s decision-making processes:*** *vote for every decision*

**Signature of team members:**

Name: \_\_\_Yuxuan Ji\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_

Name: \_\_Hanyang Tan Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_Zhishuo \_Li\_ Signature: \_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Name: \_\_Zirui Song\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_