**[Byte Builders]**

Val Estibeiro, Vushma Ahmad, Adepeju Awoyemi, Emaan Dar

IS 448: Markup and Scripting Language

**D1: Team Charter Outline**

## **Roles:**

Group leader: Valerie Estibeiro

Lead Analyst: Vushma Ahmad

Lead Programmer: Emaan Dar

Test Leads: Adepeju Awoyemi

**Team Purpose:**

* What does a team do?
  + The team is working together to create an application that addresses an issue within the UMBC (University of Maryland - Baltimore County) environment
  + In order to successfully complete this task, our team will develop a web application that will exhibit complexity, integration of forms, and interaction with a database. There will be client-side functionality with JavaScript and Ajax. Additionally, there will be server-side interactions using PHP tailored to the University’s needs.
* For whom does the team do this activity/project?
  + Our team will work to address issues within UMBC in order to help students and faculty within UMBC.
* Why does the team do this activity/project?
  + Our team is a startup company that works on innovative concepts and we would like to address and resolve specific issues within the UMBC environment.

**Duration and Time Commitment:**

* Amount of time the team will work together?
  + Probably an hour and a half twice a week depending on the availability of each member
  + Maybe more added work time if done online
* Estimated amount of time that will be dedicated weekly?
  + Depending on availability and phases, 2-4 hours weekly
* When will the project end?
  + Deliverables are due throughout the semester but the final demo is due on the 14th of May

**Team Members:**

* Emaan Dar
* Valerie Estibeiro
* Vushma Ahmad
* Adepeju Awoyemi

**Team Practices:**

* How will the team work together? What strategies will be followed?
  + Each team member is expected to contribute ideas, feedback, and insights. Additionally, open communication is encouraged to ensure that everyone’s views and ideas are considered
* How often will you meet?
  + At a minimum, our team will meet twice a week to distribute tasks, work on the assignment target, and/or check in with each other to see how far along we all are and if anybody needs help for a specific part of the assignment.
* How will you divide coding and other activities?
  + The components of the coding/other assignments will be evenly distributed amongst the team members to ensure that all of the responsibility does not fall on one or two members.

**Team Performance Assessment:**

* List key areas of performance needed for team success along with means of measuring progress?
  + Key areas of performance for team success include communication, collaboration, and leadership. These areas of performance will be measured using surveys/peer evaluations and weekly check-ins in which members can comment on issues/concerns that they have regarding the project.
* How will the team measure that it has achieved its goals?
  + Prior to the submission deadline, the team will meet online to go over the requirements and goals of the project. In this meeting, the Project Lead will go over all of the requirements listed on the rubric. Next, each team member will respond stating whether their section is completed and the goals have been achieved.
* Identify a policy for a fair share of the workload?
  + The team will meet online to evenly distribute the workload. Additionally, the workload will be distributed as soon as the deliverable requirements are assigned. Furthermore, if a team member feels as though the workload is not fairly distributed, they have the opportunity to voice their concerns.
  + If a team member feels as though the workload was not evenly distributed after the initial meeting, it is their responsibility to reach out to the team leader. Next. the team leader will set up a meeting to discuss the concerns and redistribute the tasks to the rest of the team.

**Communication Strategies:**

* Process of sharing information both within the team and outside the team?
  + Our primary method of communication is through texting in a group chat in order to share communication information such as meeting time and place
  + Our secondary form of communication is through email in order to share information or code with each other

**Decision Making and Accountability:**

* Process for how decisions are made in team and communicated?
  + We simply get on an online call to go over things that need to be addressed as a group and make a compromise if needed
  + Texting updates about code in our group chat as well to
* How do team members hold each other responsible for commitments made to the team?
  + Verbal communication and or online communication
* How to deal with disparity in workload distribution?
  + Making sure the work is being evenly distributed in the first place, and notifying each other if one member feels like they are doing more work
* How the team will evolve in case problems arise such as team members' lack of following proper decorum and respect during team communications, inability by team member or team to meet deadlines in a timely manner?
  + We all are committed and communicative with each other so I am sure there is no area of issue when it comes to lack of respect or comms. But if there is an issue then talking in person usually helps
* How will workload shift in case of an indisposed team member?
  + If one of our team members is feeling unwell or has some sort of extenuating circumstance we will try to divvy up the work and make sure that they are able to do what they can while the rest can try and take on what they can

**Resources:**

* Tangible materials and organizational support the team needs to accomplish its goals?
  + In our group chat, the team leader will issue weekly reminders for upcoming due dates and responsibilities.
  + There will be a physical copy of the team charter in each team member’s backpack. This can serve as a reminder of the expectations we have as individuals and as a team.

**Signature Page:**

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

* We are all committed to this project and will work together to solve any issues and make our demo follow all the requirements needed as well as meeting up at designated times to ensure we communicate properly

**Signature of Team Members:**

Valerie Estibeiro,

Vushma Ahmad,

Emaan Dar,

Adepeju Awoyemi