# DAMG 6210 Data Management and Database Design Group Assignment 1: Team Charter Update

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Sai Sindhu Thondapu (NUID: 002785016) Shaiz Akhtar Mohammad (NUID: 002796856) Srinivasa Reddy Akumalla (NUID: 002798166)



**Project Name:**

Matrix (A Transit System)

**Mission:**

To provide a reliable, efficient, and integrated bus, streetcar and subway network that draws its high standards of customer care from rich traditions of safety, service, and courtesy.

**Objective:**

The main goal of the project is to construct a database for Matrix company that comprises of tables that they can use to manage their work on a regular basis. The project tables are classified based on the client's specifications, which are as follows:

* Records of staff employees should be kept, which essentially hold personal information, working hours, and their off schedule.
* A list of vehicles utilized for public transportation should be kept.
* The company should keep records on the types of services offered based on age and the routes in order to notify passengers about these things.
* Information regarding every passenger using the company's services should be kept up to date.

After the project is successfully completed, our team will be able to give the whole picture of how the Matrix maintains its employees, passengers, transit vehicles, and service routes. This project will assist the customer in getting a complete understanding of their needs, enabling them to function without interruption on a daily basis.

**Purpose of the Team:**

The purpose of this team is to use our skills to achieve our goal at a specified time and complete our duties. Get as many viewpoints as you can. We will support one another as we gain new skills and an understanding of the value of communication in a project.

**Team Background:**

**Mohammed Omer Qasim Shaik:** In 2021, he graduated from SRM University in India with a bachelor's degree in computer science and engineering. As part of his data management course in UG, he worked on a project (akin to a periodic table) in Java using MySQL. He worked for Infosys for a year as a full-stack engineer. He created and maintained a number of Spring Boot-based microservices. Using AngularJS and Typescript, he worked on introducing new UI capabilities for the frontend. Omer worked on Oracle 10g for the database and was mostly in charge of writing PL/SQL logic.

**Rekha Samrajyutha Sajja:** A first-class Bachelor of Science in Computer Science Engineering was earned from Vignan University in India in June 2022. She earned professional certifications in database management systems and computer networking during her studies. She has no prior employment experience in the IT sector, but she conducted an internship as a Research Associate at Nanyang Technological University in Singapore. Rekha is attempting to advance her IT career, and she thinks this program will provide her with the information necessary to do so.

**Sai Sindhu Thondapu:** She earned her bachelor’s degree in Electronics and Communication Engineering from Gayatri Vidya Parishad College of Engineering in India and has 6 years of testing experience as a System Engineer. During her time on the Quality Assurance team, she has served as both a team member and a team leader. She prepared test analysis, testing estimates, resource tracking, defect management, test summary reports, weekly status reports, bug reports, risk assessment, and test data as a team lead. Sindhu had in-depth knowledge of Agile methodology, ALM, and the project management tool JIRA.

**Shaiz Akhtar Mohammad:** He finished his undergraduate studies in computer science at SRM University. He completed a project on library management systems as part of his undergraduate DBMS course requirements. He spent 13 months working as an ETL developer at TCS, where he used Informatica 10.2, the squirrel SQL client, putty, and provided l2 and l3 support by rectifying production failures. While the database was being transferred from Netezza to Snowflake, he helped with the work of creating new sources.

**Srinivasa Reddy Akumalla:** He graduated from SRM University in India with a bachelor's degree in electronics and communication engineering in 2021. He spent one and a half years working as a programmer analyst at Cognizant Technology Solutions. They possessed a thorough understanding of web technologies including HTML, CSS, and JavaScript, as well as programming languages like C and Java. He served as a localization developer and tester for TELE2, a telecom service provider with headquarters in Sweden, during his time at Cognizant. The Agile technique was something Srinivas was familiar with.

**Team Composition:**

* Mohammed Omer Qasim Shaik
* Rekha Samrajyutha Sajja
* Sai Sindhu Thondapu
* Shaiz Akhtar Mohammad

Srinivasa Reddy Akumalla

**Contact Information:**

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| Mohammed  Omer Qasim Shaik |  |  | Canada, EST |

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| Rekha  Samrajyutha Sajja |  |  | Canada, EST |
| Sai Sindhu  Thondapu |  |  | India, IST |
| Shaiz Akhtar  Mohammad |  |  | Canada, EST |
| Srinivasa  Reddy Akumalla |  |  | Canada, EST |

**Communication Tools and Techniques:**

* **Microsoft Teams** is our primary form of communication. All questions, concerns, cancellations, and notices will be addressed using this tool.
* **Google Drive** is our collaborative space, where everyone can work on the document collectively.
* **Zoom** is our video meeting platform.
* **WhatsApp** serves as a fallback communication tool in the event that the main channel of communication is unavailable to group members.
* Our backup communication channel is **Outlook**, which we use when the mobile chat group is inactive.
* **Google Meet** is our second meeting platform.

**Membership Roles and Responsibilities:**

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| **Role** | **Responsibilities** |
| Manager/Leader | * Developing a plan and timeline * Interacting with the TA or instructor by serving as a point of contact * Establishing due dates for individual submissions * Resolve problems that arise in the team. * If necessary, prepare the project's cost estimation. |

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| Business Analyst | * Determine the requirements of the project. * Work constructively with the team, providing instruction and direction. * Analyze the impact of decisions and suggested   enhancements. |
| Architect | * Develop an ER Model diagram using the business analyst's specifications. * Achieve the project's goal by defining, integrating, and   improving an application's architecture. |
| Developer/Programmer | * Develop a database that meets the requirements and expectations. * Ensure all data is stored and processed correctly. * Collaboration with the architect and business analyst is essential. |
| Support | * Participate in the overall objectives of the project by serving on committees, providing expertise when required, and collaborating with the team to accomplish   the project. |

**Team Roles Rotation Schedule:**

* It helps to develop new skills.
* The rotation of roles accelerates the team’s success level.
* Rotating roles allows team members to experiment with new things and pick up new skills on the go.

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| **Deliverables** | **Manager/Leader** | **Business**  **Analyst** | **Developer** | **Architect** | **Support** |
| Assignment 1 | SR | SA | RS | OQ, SS | SR |
| Assignment 2 | SA | RS | OQ | SR, SS | SA |
| Assignment 3 | RS | OQ | SS | SR, SA | RS |
| Assignment 4 | OQ | SS | SR | SA, RS | OQ |

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| Assignment 5 | SS | SR | SA | RS, OQ | SS |

## Note: OQ- Omer Qasim RS- Rekha Sajja SS- Sai Sindhu

**SA- Shaiz Akhtar**

## SR- Srinivasa Reddy

**Ground Rules:**

* A team member will notify the team manager by phone or email if they can't make the meeting.
* Meetings will start and end on time.
* Participants will assist one another with challenging or time-consuming deadlines.
* Everyone participates and takes ownership of the team project.
* We make sure to meet our deadlines and deliverables.
* Priority will be placed on the quality of the assignment, and it will meet all requirements.

**Project Tracking:**

* The team will plan a first meeting after an assignment is assigned to discuss and start the project evaluation. After we try to consolidate all of the inputs offered by the team members, the team manager or lead will partition the tasks and provide timelines for each task.
* The SLA (Service Level Agreement) will be established by the team manager or lead and will include Start, Goal, and Deadline dates.
* The team will use Google Drive to share an excel sheet that is updated and available to all members. Each person should list the specifics of any work that is currently being done, work that has been finished, issues that have been encountered, and any other information that the team lead may have requested. Everyone will be able to see how far the work has come in this way.
* We will also learn about and practise using free tools like DESKTIME LITE and JIRA Basic Version to keep track of our job progress.

**Decision Making Process:**

The team's decision-making process will be guided by the factors listed below:

* Each member of the team has the same level of authority over decision-making and involvement in discussions.
* We acknowledge the value of each other's viewpoints. We will speak to one another respectfully and openly without any interruptions.
* We all recognise the time constraints we must work under and agree to follow them. Everyone will get a chance to voice their opinions, and no one will have a monopoly on the discussions.
* All team members are needed to show up to the meetings as scheduled. A manager or team leader must be notified at least one day in advance of the meeting date if a team member will not be able to make it.
* Consensus will be used to make decisions, and team members will adhere to the consensus decision rule (team members make decisions by agreement rather than by majority vote):
  + I can fully accept the decision.
  + I am at least 75% in favour of the decision. However, I will not oppose it and will support it.
  + I am less than 50% in favour of the decision, but I still need some more information.

**Conflict Management:**

* **Being proactive**: If there is a disagreement among our team members, we will try to resolve it within ourselves as soon as possible rather than prolonging the situation because it will negatively impact the work environment. To accomplish this, we will first ask the individuals what is causing the conflict. Enquire with the team members who surround them. Understanding what's going on provides a solid foundation for resolving the conflict.
* **Finding the root cause**: Finding the actual cause and type of conflict is critical in conflict resolution. Individuals clash for a variety of reasons within organizations. For example, if team goals are not properly aligned, there may be conflict. To avoid this,

we will communicate with members to identify the root cause of the conflict and take the necessary steps to resolve it.

* **Implementing the changes**: If any changes are required to resolve the conflict, we will take immediate action and make the necessary changes to resolve the issue. For this, we will first consult with the team to ensure that everyone is on board with the changes, and then implement them. If anyone disagrees, the team manager will take responsibility for making them understand the benefits of these changes properly.
* **Communicating**: We will make sure that all the initial customer requirements, individual roles, and responsibilities are communicated with all the team members so that there will not be any misunderstandings across the team members.
* **Maintaining Transparency**: In order to maintain team transparency, we will hold regular discussions and meetings. We will discuss how the work is progressing if any issues have arisen, and the reasons for any delays in deliverables. By doing this on a regular basis, the team will avoid any conflicts in successfully completing the project.

**Team Performance Assessment**:

* Evaluations will be based on how well team members contribute to all team activities, such as team meetings, decision-making, multitasking, and speaking up when necessary.
* Assess individual efficiency in terms of work quality and timeliness.
* It is determined by how well a person carries out and understands their responsibilities. Evaluations will be based on how well team members contribute to all team activities, such as team meetings, decision-making, multitasking, and speaking up when necessary.
* Their capacity for conflict-free communication with others.
* Appreciation must also be given to those who assist others in comprehending and finishing their assignments.
* In addition to monitoring individual performance, it's equally critical to monitor team performance. Assessments are based on the grade of the work, the timeliness of the deliverables, and the group's ability to coordinate.

**Declaration:**

By the signing of the document we, the signers, do fully intend to adhere to the norms and goals set out.

Signed on the Twenty-One day of October in the year Two-Thousand Twenty-Two by:

1. Srinivasa Reddy Akumalla
2. Shaiz Akhtar Mohammad
3. Rekha Samrajyutha Sajja



1. Mohammed Omer Qasim Shaik
2. Sai Sindhu Thondapu