



# CS Club Project & Team Charter

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## Overall Project Plan

Our group will be starting a new and exciting club for students studying or interested in Computer Science. We will be creating a suitable logo and branding, as well as come up with different programs and services we can offer to the student body and discuss ways we will promote the club.

## Team Purposes

The objective of our team is to work together and develop the necessary parts of the assignment. We need to create UML diagrams, a presentation, etc which are all focused on the overall idea of a CS club. By completing these portions of the assignment we hope to have a complete outline to potentially be used in the creation of the club itself.

## Goals & Opportunities

1. To create a brand a new club for UTM Computer Science students
2. To understand how to create company branding
3. Learning how to better collaborate in a group environment
4. Create a proposal for the project
5. To gain an understanding of individual strengths and weaknesses, and how to effectively use them towards the success of the project.

## Communication

Communication within the group will be carried primarily through Google Docs and through Facebook chat. Google Docs will allow all group members to keep track of edit history, collaborate and engage in all the group project files. Using Facebook chat allows group members to get in touch with one another with convenience. In the event that a member is unable to use either services, we have exchanged our phone numbers for emergency phone calls or text messages. Meetings will be arranged when necessary.

## Commitments

As a group we have agreed to all actively participate in this assignment. We have also arranged a work completion schedule to ensure the completion of the assignment. After we figure out when members can complete their portion of an assignment, using Google docs we will ensure that the assignment is completely ahead of the due date to

have an opportunity to edit. We will also arrange meetings to discuss our progress when needed.

## Roles and Responsibilities

Each group member is responsible for actively contributing to each section of the project. All files and images which contribute to the project will be stored on Google Docs to give each team member an opportunity to review the files. They should also keep track of deadlines and any important announcements to better understand what needs to be done.

All members will be in charge of encouraging other members to do their fair share of work and to support anyone that requires assistance. Should the event of a group member not helping arise, it is the group's responsibility to address the situation and to come up with a solution. If the said member fails to come to an agreement, the group will have no choice but to report them to the TA or professor.

## Scope

Anything which is done by members in the group during meeting and outside of class are all in scope. Ideas from a member that is created outside of the group's scope of knowledge will be discussed through a group chat we have implemented or a planned meeting.

## Deliverables

The group will deliver a series of documents and presentations, including a team charter, UML Activity diagram and presentation, which are parts of the overall group assignment. Each member will also be responsible for delivering a bi-weekly status report based on the current standing of the group in multiple formats, such as emails and meeting minutes. The desired behaviours of each group member should always be positive and work-minded.

## Skills Required

For the group to succeed, each group member should have a certain set of skills. It is important that each member is able to use the following skills:

- **Perception check**, important for group members to understand each other in a non-hostile way to prevent any sort of conflict
- **Communication**, all group members should be able to voice their ideas clearly, express their feelings, as well as listening to other member's ideas. This will also be a key skill required for the presentations.

- **Respect**, in order for the group to work together and keep conflict to a minimum, all members should respect other's concerns, opinions and actions.
- **Management and organization**, for success, the group must be able to efficiently manage time and be more organized for faster and easier to access work.

## Conflict Identification & Resolution

Conflicts may occur between group members and will be identified if:

1. A group member suddenly begins to contribute less to the assignment.
2. A group member is not as vocal about ideas or does not give feedback during group meetings.
3. A group member comes forward about feelings of being unheard or misunderstood when giving feedback.

We have the following methods to avoid/prevent conflicts.


1. In order to prevent conflict, members will listen and respect other's ideas or complaints. The group will then openly discuss and try to resolve the issue
2. Since conflicts often stem from group members that do not contribute to group work, we will encourage slackers to work harder and provide all the assistance they need in order for them to begin contributing
3. We will regulate our timing by making sure we know when each group member can complete their portion of an assignment. This way everyone can contribute at a convenient time and have the assignment finished before the deadline.

## Milestones

1. To finish required parts of the assignment 3 days before the due day
2. Team check over documents for hand-in on due date
3. Hand in bi-weekly status reports on time
4. To check over the key ideas needed for the charter and check if they are clearly defined
5. Practice UML and prepare for the 2nd part of the assignment
6. Brush up on presentation skills in preparation for the presentation

## Supporting Resources

The resources we will be using include Blackboard for detailed description of the assignment, email and office hours for clarification on any kind of confusion regarding



parts of the assignment and online web pages such as Wikipedia for a brief overview on topics required for the assignment. We will also be using Lucidchart to help create our Use Case diagram and Activity diagram. As stated earlier we will be using Google docs and Facebook chat to communicate. Finally, our meetings will be held in UTM library Study rooms.

## Unexpected Events

If an unexpected event is to happen, such as a group member dropping the course or sickness, we will first identify what the event is and how it will hinder with our progress. After identifying the situation at hand, the group will make decisions based on whether the event will lightly or heavily affect us. In the case of little to no affect, the group will most likely continue to work as normal and pickup where another member may be unable to. In the case of the event heavily affecting the group, we will either notify a TA/Professor or try to come up with a solution through group discussion.

## Decision Making

In the situation where a small decision must be made, such as who will hand in the group charter, our group will discuss through online platforms. For important decisions such as deciding whether to kick a group member, we will put aside time and meet on campus to discuss face-to-face. This allows all members to focus solely on the discussion and the communication of ideas will be clear and efficient.

## End Result

The group should produce the required portions of this assignment. We hope to have a presentation which thoroughly explains our Computer Science Club. Our group is expecting to produce an assignment which clearly identifies the objectives for our given scenario and have a proposal created such that it can be used to actually create a real UTM CS Club.

For individual group members, we hope by the end of this assignment, each of us will have acquired valuable experience working as a team, learned or sharpened the required skills as discussed above and enjoyed the project as a whole.