**Team Charter**

**DASC 31003 - Big Data Analytics and Cloud Computing**

**Team Name:** Jaxon’s Ascendance  
**Company Selected:** ShopSmart Digital 2  
**Charter Created:** 10/06/25  
**Last Updated:** 10/06/25

**Team Members & Roles**

| **Name** | **Email** | **Primary Role (Week 7)** | **Secondary Role (Week 8)** |
| --- | --- | --- | --- |
| [Aidan Copeland] | [[apc012@uark.edu](mailto:apc012@uark.edu)] | [Scrum Master] | [Data Engineer] |
| [Medhansh Sankaran] | [sankaran[@uark.edu](mailto:email@uark.edu)] | [Scrum Master] | [Dev Ops] |
| [Jaxon Ham] | [jaxonh[@uark.edu](mailto:email@uark.edu)] | [Project Owner] | [Data Engineer] |
| [Connor Durbin] | [chdurbin[@uark.edu](mailto:email@uark.edu)] | [Compliance Specialist] | [Data Engineer] |
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**Role Definitions:**

* **Product Owner:** Business requirements, governance framework, presentation coordination
* **Scrum Master 1 (Week 9):** Team coordination, standup facilitation, blocker resolution
* **Scrum Master 2 (Week 10):** Integration coordination, presentation preparation
* **Data Engineer 1:** Data ingestion, profiling, quality validation
* **Data Engineer 2:** Data processing, transformations, MapReduce implementation
* **Data Governance Specialist 1:** Compliance, data classification, masking rules
* **Data Governance Specialist 2:** Data quality framework, validation rules
* **Systems Architect:** Architecture design, integration, monitoring

**Team Mission Statement**

**Our Goal for Project 1:**  
Our team will design and implement a CCPA and FISMA - compliant data governance framework for ShopSmart Analytics, ensuring customer data is properly classified, validated, and protected while enabling market analytics.

**Communication Plan**

**Primary Communication Channels**

**Team Collaboration Platform:** [Teams]

* Channel/Team Name: [Cloud Computing]
* Purpose: Daily updates, quick questions, file sharing

**Meeting Platform:** [Teams]

* Purpose: Scheduled team meetings and standups

**Document Storage:** [Github - OneDrive]

* Location: [https://github.com/apc012/Jaxon\_Ascendance]

**Communication Norms**

**Response Time Expectations:**

* Urgent issues: [2 hours]
* Normal questions: [24 hours]
* Weekend messages: [Monday 10am]

**Preferred Communication Methods:**

* Quick questions: [Teams chat]
* Technical issues: [Post in Teams channel with screenshots]
* Scheduling: [Message in Teams/Github Project]
* Emergency contact: [Scrum Master]

**Communication Guidelines:**

* Check Teams daily for updates
* Respond to direct messages within agreed timeframe
* Use @mentions for urgent items
* Keep team informed of any delays or blockers
* Share work-in-progress early to avoid last-minute issues

**Meeting Schedule**

**Standing Meetings**

**Daily Standup (15 minutes)**

* **When:** [Every MWF at start/end of class, async on other days]
* **Format:** [In-person / Async in Teams]
* **Purpose:** Share progress, identify blockers, coordinate work
* **Required Attendees:** All team members

**Team Work Sessions**

* **When:** [MWF in class or a couple hours]
* **Where:** [Walter’s classroom/cloud]
* **Purpose:** Collaborative work time, integration testing, problem-solving
* **Optional/Required:** [Optional]

**Sprint Review/Planning**

* **Week 7 Plan:** [Date/Time - October 10]
* **Week 8 Work:** [Date/Time - October 14]
* **Purpose:** Demonstrate progress, plan end of project

**Meeting Norms**

* Start and end on time
* Come prepared (review materials beforehand)
* One person speaks at a time
* Stay focused on agenda items
* Document decisions and action items
* End with clear next steps

**Team Working Agreements**

**Work Quality Standards**

* All code must be tested before pushing to shared repository
* Documentation must be clear enough for other team members to understand
* Issues must be reported within 24 hours of discovery
* All work must align with our governance framework

**Accountability**

* Complete assigned tasks by agreed deadlines
* Communicate proactively if you need help or will be late
* Review and provide feedback on teammates' work within 48 hours
* Attend all scheduled meetings or notify team in advance

**Decision-Making Process**

* **Routine decisions:** [Majority vote in standup]
* **Technical decisions:** [Architect + relevant engineer decide]
* **Business decisions:** [Product Owner decides with team input]
* **Conflict resolution:** [Scrum Master facilitates, escalate to instructor if unresolved]

**Workload Distribution**

* Each team member commits up to [6] hours per week (10-16 hours total for project)
* Roles are balanced for fair workload distribution
* If someone is overloaded, team redistributes work
* Track actual time spent vs. estimated to adjust future planning

**Conflict Resolution Process**

**Step 1: Direct Communication**

* Team members involved discuss the issue directly and respectfully meet over teams
* Attempt to find mutually agreeable solution

**Step 2: Scrum Master Mediation**

* If unresolved after 24 hours, bring to Scrum Master
* Scrum Master facilitates discussion to find resolution

**Step 3: Team Discussion**

* If still unresolved, meet as a full team
* Use democratic voting if needed

**Step 4: Instructor Escalation**

* If conflict impacts project progress, escalate to instructor
* Document the issue and attempted resolutions, and look for opportunities to improve

**Guidelines for Healthy Conflict:**

* Focus on issues, not personalities
* Assume positive intent
* Be open to different perspectives and listen to all options
* Commit to decisions once made, even if you disagreed

**Non-Participation Protocol**

**Warning Signs of Non-Participation:**

* Missing 2+ standups without notice
* Not responding to messages within 48 hours
* Not completing assigned tasks by deadline
* No visible work product or contributions, including low effort and/or very obvious ChatGPT

**Response Process:**

1. **Day 1:** Scrum Master reaches out directly via multiple channels
2. **Day 2:** Team sends formal written notice (email) documenting concern
3. **Day 3:** Scrum Master notifies instructor with documentation
4. **Ongoing:** Team continues with reduced member, documents impact

**Documentation Required:**

* Record of missed meetings
* Screenshot of unanswered messages
* List of incomplete assigned tasks
* Team's attempts to contact and assist

**Note:** Instructor will follow up with non-participating student. Team will not be penalized for another member's lack of participation if properly documented.

**Project-Specific Agreements**

**Technical Standards**

* **Code Style:** [e.g., Follow PEP 8 for Python, meaningful variable names]
  + Indentation: Use 4 spaces per indentation level, not tabs.
  + Maximum Line Length: Limit lines to 79 characters (or 72 for docstrings).
  + Whitespace: Use blank lines to separate logical sections of code, and use spaces around operators and after commas.
  + Naming Conventions: Use lowercase with underscores (snake\_case) for variables, functions, and methods, and CapWords (PascalCase) for class names.
  + Comments: Write clear and concise comments that explain why the code does something, not just what it does.
  + Imports: Place imports at the top of the file, organized into standard library, third-party, and local application imports, separated by blank lines.
  + Docstrings: Use triple double quotes for docstrings to describe modules, classes, and functions.
* **Naming Conventions:** [e.g., Tables: snake\_case, notebooks: 01\_description\_format]
  + All lowercase
  + Use “\_” for spaces
* **Testing Requirements:** [e.g., Test on sample data before running on full dataset]
* **Version Control:** [e.g., Commit working code daily with descriptive messages]

**Documentation Standards**

* **Format:** [e.g., Markdown for text documents, Jupyter for code documentation]
* **Location:** [e.g., All docs in /documentation folder in Teams]
* **Naming:** [e.g., Use template names provided, add team name prefix]
* **Updates:** [e.g., Update status in shared tracker daily]

**Data Governance Standards**

* **PII Handling:** [e.g., Never display full SSNs, mask in all outputs]
* **Data Access:** [e.g., Only through approved Fabric workspace]
* **Sample Data:** [e.g., Only use provided sample datasets, no real data]
* **Compliance:** [e.g., Follow HIPAA/SOX/GDPR requirements for our company]

**Success Criteria**

**Team Process Success**

* All team members actively participating, and engaged in their work
* Daily standups completed consistently, with good attendance
* Clear communication and minimal blockers
* Collaborative problem-solving and teamwork
* Meeting deadlines without last-minute rushes, and communicating task status

**Project Deliverable Success**

* All 4 datasets loaded and validated correctly
* Data governance framework complete
* All role-specific deliverables submitted
* Working end-to-end demonstration
* Professional presentation delivered
* Documentation complete and organized

**Learning Success**

* Each team member understands their role's contribution thoroughly
* Team can explain technical and business decisions
* Everyone participates in final presentation
* Identified lessons learned for Project 2

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**Charter Review and Updates**

**Review Schedule:** [e.g., End of Week 9, adjust for Week 10]

**Change Process:**

* Proposed changes discussed in team meeting
* Requires majority approval (5 of 8 members)
* Updated charter shared with all members
* Scrum Master maintains official version

**Change Log Example:**

| **Date** | **Change Description** | **Approved By** |
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