**Team Charter**

**Team Name**: 404

**Who are the members of the team?**

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| --- | --- | --- |
| **Name** | **ID** | **Email:** |
| Arshpreet Singh Sidhu | 815805 | Arshpreetmalkana@gmail.com |
| Divanshu Arora | 815623 | 815623@columbiacollege.ca |
| Gurleen Kaur Brar | 815787 | 815787@columbiacollege.ca |
| Khushmandeep kaur | 815373 | 815373@columbiacollege.ca |
| Fatma Ahmed | 813644 | 813644@columbiacollege.ca |

How often will the team communicate?

* Mondays and Thursdays 4–5 PM in person after CSCI 275 class
* Tuesdays and Sundays 12–2 PM online

How will you communicate?

* Slack: [csci275.slack.com](https://csci275.slack.com/)
* WhatsApp: [Group Chat](https://chat.whatsapp.com/B6oaabYct42GLNfc5jokKK)
* In-person after class and scheduled online meetings

What are the three user stories?

1. As a field employee, I am currently filling in handwritten reports and submitting them to the head office. I want an app to file reports online instead.
2. As a senior officer, I receive handwritten reports from employees and manually compile numbers for district reports. I want a system that can digitize and auto-compile reports.
3. As a manager, I often lose track of old reports. I want a system that stores reports digitally and lets me download any month’s report in PDF format when needed.

What are the ground rules for working together?

* Attend scheduled meetings on time
* Respect deadlines and assigned tasks
* Communicate progress on Slack/WhatsApp
* Be respectful and collaborative in feedback
* Decisions made via WhatsApp polls are final

How will meetings be managed?

* Agenda set before each meeting
* Rotating team leader for overall development

How will the team make decisions?

Polls and votes on WhatsApp

What resources will the team need and use?

* Trello for task tracking
* GitHub for code repository
* Figma for design
* React, Fastify, and supporting frameworks
* VS Code as primary IDE

What is your team Trello Board URL?

[CSCI 275 Trello](https://trello.com/invite/b/68c35f6e93d3f6f80e6d1c7d/ATTI95ea077dc87cebc435d6061b813c24fe8FBB9319/csci-275)

What is your GitHub Repository URL?

[CSCI 275 GitHub Repo](https://github.com/arshmalkana/CSCI_275)

**Team SWOT Analysis**

**Name 1: Arshpreet Singh Sidhu**

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| **Strengths** | **Proficient in JavaScript, React, Fastify, PostgreSQL, strong GitHub and leadership. Already has experience in full-stack development** |
| **Weaknesses** | **Sometimes takes on too many technical tasks at once so have limited time for UI/UX polish** |
| **Opportunities** | **Expand skills in DevOps and optimize project scaling** |
| **Threats** | **Time management conflicts with multiple projects and commitments** |

**Name 2: Divanshu Arora**

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| **Strengths** | **Decent backend skills (Fastify, APIs, debugging). Good at database design** |
| **Weaknesses** | **Limited frontend/UI exposure** |
| **Opportunities** | **Develop full-stack capabilities by practicing frontend and API integration** |
| **Threats** | **Still have to improve frontend skills alot** |

**Name 3: Gurleen Kaur Brar**

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| **Strengths** | **Skilled in documentation, requirement analysis, and testing. basic frontend (HTML, CSS, React) knowledge** |
| **Weaknesses** | **Limited backend and advanced programming experience** |
| **Opportunities** | **Build stronger technical skills in React and GitHub** |
| **Threats** | **Risk of depending heavily on others for core coding tasks** |

**Name 4: Khushmandeep Kaur**

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| **Strengths** | **Strong communicator and coordinator. Knowledge of frontend tools (HTML, CSS, React)** |
| **Weaknesses** | **Needs more practice with GitHub and backend frameworks** |
| **Opportunities** | **improve backend coding skills** |
| **Threats** | **Sill have to work a lot on backend skills** |

**Name 5:** **Fatma Ahmed**

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| **Strengths** | **Creative problem-solving , great attention to detail and has beginner experience with frontend (React basics, CSS)** |
| **Weaknesses** | **Limited exposure to backend (Fastify, databases)** |
| **Opportunities** | **Learn full-stack development hands-on and contribute to UI/UX design with Figma** |
| **Threats** | **Can not manage time very effectively** |