

Project Charter

Team Name: Maverick Reservations

Team Members:

- Leo Tran
- Moises Casillas
- Pedro Garcia
- Edward Garcia
- John Park
- Ryan Dorta
- Blake Demarest
- Luke Shellenbarger

Project Title: Cowboy Hotel Conference Room Booking System

I. Communication Method:

Our team will primarily communicate via text message for quick discussions and updates. Weekly meetings will be held on Zoom for record-keeping purposes.

II. Technology and Document Storage:

We will use the following tools for collaboration and document management:

- Google Docs: for real-time document editing and collaboration.
- Google Drive: for file storage and organization. Everyone can check the submission and adjust the document as needed.

III. Work Approach:

We will meet online every week on Tuesday night for 30 minutes to update and discuss progress. All members will split tasks evenly, but members can choose their preferred tasks.

IV. Scheduling Constraints:

Everyone has different working times, but most team members will be available at 10 PM on Tuesday. For urgent work, communication will be handled via text messages.

V. Team Lead:

Our designated team lead is Moises Casillas. They ensure smooth coordination, follow up on task progress, and facilitate meetings. All major decisions will be made collectively as a team.

VI. Project Selection

Our team has decided to pursue the Instructor-Provided Case Project.

