

# Team Charter v1.0 – May 2025

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## 1. Clearly define your team's purpose and objectives.

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### Purpose:

- Building a software project with a team
- Learning how to work in team
- Preparing for the industry (software engineering)
- Process driven rather than end result driven

### Objectives and Goals:

- Deliver a functional application with core features
- Achieve positive user feedback
- Achieve a certain code quality
- Update the project progress every week and conduct a team review each time

## 2. Establish common values and standards.

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- Respect and inclusive
- Positive mindset ("we will do it!")
- Helping each other
- No solo effort => teamwork!!
- Reliability
- Transparency as building on open communication
- Accountability

## 3. Define roles, responsibilities, and accountability structures.

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- **Project Lead:**
  - Owner: Fabio
  - Secondary: Xiuwen
- **Technical Lead:**
  - Owner: James
  - Secondary: Evan, Xiuwen, Changrong
- **Backend Developer:**
  - Owner: Xiuwen, Paz
  - Secondary: James, Nimai, Changrong
- **Frontend Developer:**
  - Owner: Sriharsha
  - Secondary: Amirreza, Christina, Fabio
- **CI/CD Developer:**
  - Owner: Evan
  - Secondary: James, Paz, Jungwon
- **Testing Developer/Manager + Quality Assurance:**
  - Owner: Amirreza, Changrong, Nimai
  - Secondary: Christina, Jungwon

## 4. Proactively identify potential issues and establish conflict-resolution strategies.

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- Team members do not complete tasks
- No reliability
- Different opinions/approaches on solving a problem
- Bad communication

## 5. Define how to address situations where group "rules" are not being followed.

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- Reach out to the person => talk to the person => be nice!
- Reach out to the team lead

## 6. Set up transparent communication protocols.

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- Having a clear workflow for working on a task/feature (everyone should follow the given structure)
- Checking Slack daily
- Weekly Meetings and Daily Standups via Slack

### Strategies for conflict-resolution:

- Step back and communicate with the team

## 7. Strengths & Assets

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- We're very resourceful - We'll always find a way to get things done
- We have a balanced team - people interested in design vs people interested in backend logic

## 8. Weaknesses & Development Areas

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- Solving merge issues
- We need to review GPT code more thoroughly before adopting it

Signature:

A handwritten signature in black ink, appearing to be 'N. D.', with a long, sweeping horizontal stroke extending to the right.

Date: 05/09/2025