Team Charter v1.0 – May 2025

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

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.

- 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.

- **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.

- 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.

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

6. Set up transparent communication protocols.

- 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 communcate with the team

7. Strengths & Assets

- 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

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

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