Team Charter

> **Purpose:** This team charter serves to align our group on shared goals, expectations, and workflows throughout the software development lifecycle. It establishes a foundation for accountability, collaboration, and communication as we work together to build a high-quality, well-documented project that reflects industry-standard practices. By defining our values, roles, and processes early, we aim to ensure an efficient, respectful, and growth-oriented team environment.

1. Objectives

- Create a clean, polished project that demonstrates strong software engineering principles

- Learn desirable coding practices such as creating documentation and following coding standards to improve future career prospects

- Collaborate in a large team setting to become familiar with industry practices

- Learn how to utilize GitHub through the Agile development process--setting up GitHub issues, establishing a workflow, making pull requests and branches, etc.

- Learn and improve our web development with HTML, CSS, and JS so that we can apply it to personal projects

2. Team Values & Team Standards

2.1 Values

1. Respect

   - Everyone acts respectful towards one another, making sure that feedback is towards actionable items and is not personalized

2. Responsibility

   - Everyone contributes to the project in a meaningful way, making sure that they complete the components that they commit to
   - Everyone takes responsibility for the final product

3. Curiosity

   - Every is open to learning from mistakes or feedback and is willing to explore and grow

2.2 Standards

1. No Ghosting! Stay up to date, give one day maximum of no communication--make sure to attend the stand-up meetings and to keep track of what happens in the Slack

2. Be responsible to the GitHub issues that you are assigned to--make sure to mention any blocks that might be in your way

3. Inform if (for any reason) you need to be MIA for a period of time--let the project leads know via a private Slack communication

---

3. Roles & Responsibilities

Role	Primary Responsibilities	Person
Project Lead	run meetings, keep track of deadlines, create the issues	Alexis Vega, William Widjaja
Developer	responsible for tackling the issues created during the planning process	ALL (rotate)
Designer	creates design of what we want to create	ALL (rotate)
Documenter	responsible for maintaining project documentation and README files	ALL (rotate)
Note-Taker	writes down what was discussed during the stand-ups	Alexis Vega, William Widjaja

---

4. Communication Plan

- Project Details

    - weekly stand-up meetings to discuss project details
    - GitHub issues to keep track of moving parts during Agile development
    - Slack for quick update during the sprint process

- Communication Infrastructure

    - Slack as the primary mode of communication
        - Daily check-in threads
    - GitHub to keep track of project development
    - Meetings
        - 3 Per Week
            - Tuesday/Thursday: Stand-up Meetings
            - Wednesday: Stand-up + Project development

---

5. Accountability

5.1 Potential Risks

- Miscommunication on what our roles are, deadlines, and scheduling

- Uneven work distribution (some may contribute more than others)

- Technical problems like debugging, merging, deployment

- Unclear guidelines, roles, or responsibilities

5.2 Conflict Mitigation

- Create clear guidelines from the start of the sprint

- Establish well-defined roles and boundaries to follow

- Create a well-documented ADR and clear coding standards to minimize technical debt and risk

- Have open communication via Slack

5.2 Conflict Resolution

- Be as transparent as possible as to why "rules" aren't being followed

- Make sure people understand each other's point of view to come to an understanding

- Enforce a certain standard that must be adhered to maintain trust in team member

- Clearly communicate any grievances and only escalate once other avenues of communication are exhausted

6. Signature (individual)

By signing below, I agree to uphold this charter and revisit it at each quarterly review.

Name	Role	Date	Signature
Vincent Nguyen	Developer	5/7/2025	- V.N.