Team Charter

Members and Their Strengths and Weaknesses

Team Members	Plamena Mincheva Elitsa Pavlova Sanne Reniers Briahna Tila Adeline Velanicha

	Strengths	Weaknesses
Plamena	● Creative ● Very good use of Figma ● Basic knowledge of Illustrator and Photoshop ● Good knowledge in HTML and CSS ● Determined	● Tends to procrastinate ● Perfectionist
Elitsa	● Creative ● Open-minded ● Can use Adobe Photoshop and Illustrator ● Can use HTML and CSS ● Considerate of others opinions ● Confident	● Can be assertive under stressful situations ● Usually late to university ● Indecisive
Sanne	● Creative ● Graduated graphic design student (able to use most of the apps inside the adobe suite at a beginner or advanced level) ● Can use HTML and CSS ● Able to work with WordPress in combination with Elementor Pro ● Determined ● Honest	● Can be a bit stubborn at times (please be direct and tell me when this is the case) ● Perfectionist ● Can be a bit direct at times

Briahna	- Creative - Detail-oriented - Proficient in HTML, CSS, and Figma - Basic knowledge in Adobe Photoshop - Knowledge in using Wix/Editor X - Team Player	- Tends to procrastinate - Perfectionist - Lack of public speaking confidence - Indecisive
Adeline	- Open-minded - Calm and Composed - Able to use Adobe Illustrator - Honest and Straightforward - Willing to learn something new	- Easily overwhelmed - Procrastinate if get stressed - Brain sometimes doesn't work - Sleepyhead

Core Values

Shared values are the following:

a. Clear and open communication
Everyone should be able to:
   i. Speak and understand what the other is talking about (i.e., progress of your tasks) and ask further questions if it is still not clear.
   ii. Talk about problems or (un)predictable occurrences (suddenly sick, appointments, etc.) which could delay the progress of the project.

b. Focus on goals and results
   i. Goals and results are based on clearly defined tasks to reach the goals.

c. Consistency
   i. A project will be supported by a roadmap with said clearly defined tasks and (main and side) goals.

d. Redundancy
   i. Everyone is up to date about the progress of the work of other team members and have access to it for demonstration if one is unavailable.

Group Norms

For communicating:

- WhatsApp

For checking progress on tasks:

- Microsoft Planner

For document management:

- Microsoft Teams

Every school day, team members will showcase the progress of their tasks and update their teammates.

Roles

For this project:

Plamena:

- Designer
  - Posters
  - Figma prototype
- Social Media Manager
  - In charge of Instagram proposal

Elitsa:

- User Researcher
  - Interviews
- Social Media Manager
  - In charge of Tiktok proposal

Sanne:

- Developer
- Designer

Briahna:

- User Researcher
  - Interviews

- Designer
- Developer

Adeline:

- Developer
- Designer
    - Brand Identity

Metrics of Success

Success will be based on finished tasks. This will be defined on the following criteria:

The goal has been completed:

- On time (before the hard deadline)
- Delivered a product
- Satisfied the given (minimum) requirements of the assignment
- Feedback from the teacher is positive and requirements are satisfied

Standards of Quality

To achieving base-line quality (satisfying the minimum requirements)

1. The task should be completed before the soft deadline, so any risen problems can be handled before the 'hard' one.
    - Soft deadline = chosen date by the team which the task should be done before the hard deadline
    - Hard deadline = actual date which the assignment / product must be completed or submitted.

2. Documentation should be brief and understandable.