**INF2001 Introduction to Software Engineering**

**AY2023/24 Trimester 1**

**Project Team Charter**

| **Team Name:** | Dynamic Fusion |
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| **S/No** | **Team Members** | |
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| **1** | **Full Name:** | Ivan Ng Say Mun |
| **Email:** | 2003108@sit.singaporetech.edu.sg |
| **How can I best contribute?** | Experienced in planning for training and generic scheduling of personnel. Technical background in software engineering so I will be able to help with prototyping as well. |
| **What do I need help with?** | User experience regarding the prototype |
| **2** | **Full Name:** | Carmen Wong Jiawen |
| **Email:** | 2201680@sit.singaporetech.edu.sg |
| **How can I best contribute?** | I can contribute to ensuring that the software has no errors. I also have a business background and will be able to help conduct business meetings. |
| **What do I need help with?** | Explaining the prototype and taking notes for the meeting. |
| **3** | **Full Name:** | Casanas Joseph Christopher Cortes |
| **Email:** | 2202186@sit.singaporetech.edu.sg |
| **How can I best contribute?** | Experienced in web design, I specialise in crafting engaging digital experiences through user-centric interfaces. My skills encompass both aesthetics and functionality, making me adept at aiding in product prototype development. |
| **What do I need help with?** | Getting further insights and feedback regarding the user interfaces. |
| **4** | **Full Name:** | Kenan Puay-Tee Tan |
| **Email:** | 2100851@sit.singaporetech.edu.sg |
| **How can I best contribute?** | My experience lie in network security; emphasizing the critical need for incorporating security measures at every stage of the software development process and by sharing your expertise in identifying and mitigating potential vulnerabilities to ensure robust and secure software applications. |
| **What do I need help with?** | Project planning, and my lack of experience in the software engineering aspect of things |
| **5** | **Full Name:** |  |
| **Email:** |  |
| **How can I best contribute?** |  |
| **What do I need help with?** |  |
| **6** | **Full Name:** |  |
| **Email:** |  |
| **How can I best contribute?** |  |
| **What do I need help with?** |  |

| **As a Team, we agree to/that….** | |
| --- | --- |
| **Team Goals**  *What do the team wish to accomplish with this project?* | 1. Improve employees’ work-life balance through the usage of web application  2. Provide a user friendly web application for work allocation  3. Display comprehensive information, including staff availability, assigned workload, work preferences, and location for a given date, to facilitate informed decision-making. |
| **Team Meetings**  *When and where?* | When?  Every friday  Where?  Online -- Zoom, discord, telegram chat |
| **Team Meetings**  *What should I do if I am going to be late or unable to attend a meeting?* | How?  Timing will be scheduled weekly according to availability  By when?  End of week |
| **Working as a Team**  *How should major project decisions be made?* | Encourage open discussions and brainstorming sessions among team members. |
| **Working as a Team**  *What should I do if I am unable to fulfil my tasks before the deadline?* | Inform ahead of time. At least 2 days in advance. Estimation required by team mate |
| **Working as a Team**  *What should I do if I spot a piece of work by another team member that can be improved tremendously?* | Assess the situation, inform the team mate about the details. update. |
| **Avoiding Plagiarism**  ***Acknowledgement*** | An act of plagiarism by one member will affect the grade of **ALL** members. |
| **Avoiding Plagiarism**  *How should plagiarism be reduced to zero?* | Use an online tool to verify. |
| **Final Grade**  ***Acknowledgement*** | Marks are individualised. Students who have made the most contribution gets the team grade. Students who have made less contribution gets a lower grade. **Students who have made zero contribution gets nothing. There is no reassessment for the project**. |

| **Team Member** | **Full Name:** | **Acknowledgement and Agreement**  ***By signing, I agree to adhere to the above*.** |
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| **1** | Ivan Ng Say Mun | Ivan Ng Say Mun |
| **2** | Carmen Wong Jiawen | Carmen |
| **3** | Casanas Joseph Christopher Cortes | Joseph Christopher |
| **4** | Kenan Puay-Tee Tan |  |
| **5** |  |  |
| **6** |  |  |