Team Charter for SAD J-Z

Team Member Names	Contact Information (e-mail, cell, Facebook, etc.)	Preferred Contact Method / Limitations (ex. no calls after…)
Zida Wang	zwang795@gatech.edu (706)255-6995	Email, Text anytime
Drew Hatcher	ahatcher8@gatech.edu (919)-985-1650	either whenever, text is faster
Jonathan Leo	jleo7@gatech.edu 540-505-8299	either is fine, text faster
Afshawn Lotfi	alotfi7@gatech.edu (404)-491- 6825	Text anytime
Suraj Chatrathi	suraj.chatrathi@gmail.com 404-7756-133	Text

Team Member Names	Strengths related to teamwork and the team's assigned task.	Weaknesses related to teamwork and the team's assigned task.
Zida Wang	Coding/Programming	No experience w/ app development
Drew Hatcher	Design/Organization	Little Experience w/ app development
Jonathan Leo	Programming	Haven't developed an app before
Afshawn Lotfi	Experienced with Frontend and Backend App Development	Haven't worked in a team this large before
Suraj Chatrathi	coding, backend	experience, UX design

1. What are your team's goals for the collaboration?

These should relate to the team's performance on the project as well as the processes that the team will follow to complete the project. What are your team's expectations regarding the quality and timeliness of the team's work?

To efficiently complete milestones before the due date with above and beyond quality/functionality. Be top 5.

2. Who is responsible for each activity? What roles will each member have?

Don't forget to include logistical tasks, such as arranging meetings, preparing agendas and meeting minutes, and team process roles, such as questioning (devil's advocate), ensuring that everyone's opinion is heard, etc.

Jonathan - developer, project manager
Zida - developer, architect
Drew - developer, questionable person, design/analyst
Afshawn - developer, tool smith, quality assurance
Suraj - developer, analyst

The following loose definitions are what we think they mean. We have attributed some to certain people, but these are not set in stone. Everyone will have a little responsibility in each role from time to time depending on what the challenge facing us is.

- project manager - manages the project, arranging/guiding meetings
- architect - big picture
- designer/analyst - analyze the customer/user wants/needs and makes sure the project satisfies these needs and is user friendly
- developer - coding, frontend/backend development
- tool smith - most familiar with the applications (tools) we are using for our project (github, zenhub, android studio, etc.)
- quality assurance - tests code and product to make sure it runs well
- system integrator - makes sure everything works together
- build & release - transitions the software from development to release

3. What is your timetable for activities?

(Due dates, meetings, milestones, deliverables from individuals, if appropriate)
Meetings on Tuesdays from 1:15-2:30
Other meetings will be made if the need arises.
Organized with ZenHub with milestones falling into their respective sprints (individual tasks assigned here too)

4. What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)?

We expect team members to be early or on-time to meetings. Leaving early or missing a meeting is only acceptable with a valid excuse.

5. What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable?

Acceptable Excuses:

- Going out of town due to a school/club event

- Sickness
- Death in the family
- Lack of Transportation

Unacceptable Excuses:

- Needing to study/do work for another class
- Sleeping in/too lazy

6. What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team (deliverable)?

Team members should post something in our group chat (Discord) AND personally notify the leader and get confirmation if they have an emergency and cannot attend a team meeting or complete their individual work promised to the team.

7. What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team?

Team members should be prepared to explain what they have completed every week at the team meeting and what they are planning to do during the next week.

Team members should try to have their deliverables in the "done" stage by the deadline. If it is not "done," they should add the known issues to the backlog addressing what may be wrong with the deliverables.

Deliverables should have proper check-style, compile, and use variable names that make sense. The code should be understandable to any other group member who tries to read it.

8. What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team-member contributions?

All ideas will be respectfully considered and discussed before implementation (unless the idea is not proposed seriously)

Members should not be afraid to express their opinion during discussion of ideas but should try to do so politely.

Discussion will be conducted calmly, and any form of loud outburst will result in the rest of the team telling the offending member to go and chill out by themselves for a bit.

Team members should be responsive to requests for cooperation on certain tasks, whether the answer is yes or no. A "no" must have an appropriate reason (already handling a lot, busy schedule, etc.)

9. What methods will be used to keep the team on track?

How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations?

We will have an alternating "code checker" that will check deliverables to see if they are written to an acceptable standard. Generally hold individuals accountable and if the group finds that one individual is not up to par, then we all should sit down and have an intervention (in a positive sense) to understand why they are below par and how it's possible to help them improve and become more efficient.