Team Charter

Project Name: PWN Hiking Web App
Team Name: Team #1
Date: 1/27/26

1. Team Purpose and Mission

Purpose / Mission Statement:
(Why this team exists and what it aims to achieve)

- Work on this web project together for our client Evan Holt to create a web application that meets his goals

Team Goals:

(Short-term and long-term goals, aligned with project success)

- Short-term: have fully set-up shared GitHub repository

- Long-term: have our web app completed for our client

2. Team Members and Roles

Team Members and Roles

Team Member	Role / Title	Responsibilities	Skills / Expertise
Samantha Ruiz	Project Manager	Oversee project execution	Programming
Bahaeldin AhmedAwad	Key Member	Complete project tasks as assigned	Programming/GitHub experience
Laura Banuelos Rios	Key Member	Complete project tasks as assigned	Communication
Sydney Van Hoose	Project Sponsor	Executive support	Communication

3. Team Norms and Operating Guidelines

Meeting Cadence:

- Frequency (e.g., weekly, biweekly): weekly

- Duration / Format (in-person, virtual, hybrid): hybrid

Communication Guidelines:

- Primary tools (e.g., email, Slack, Teams): Discord, email, group SMS chat

- Response time expectations: 1 business day

- File sharing / documentation: SharePoint, GitHub, Discord

Behavioral Norms / Expectations:

- Attendance: Make it if you can make it, notify otherwise

- Participation: Participate and contribute, ask questions if needed

- Accountability / quality standards: Take responsibility for your own actions, do your best with the material we have

4. Decision-Making Process

- How decisions will be made (consensus, majority vote, leader decision):

Discussion until a consensus is made

- Escalation process if consensus cannot be reached: Samantha and/or Bahaeldin make decision with technical aspects in mind

5. Conflict Resolution Plan--Steps to resolve conflicts within the team:

- Ask questions of each person involved / deescalate if needed

- Take time to actively listen to all perspectives

- Assess and summarize impact of problem on each person

- Collaborate on solutions together

Escalate to team lead if unresolved: Samantha Ruiz

6. Key Resources / Support

- Tools, software, or platforms needed: Git BASH / VSCode, Discord, SharePoint

- Access / accounts / credentials: SharePoint, Discord, Canvas

- External support or stakeholders: Evan Holt (our client)

7. Signatures / Agreement

We, the undersigned, commit to follow this Team Charter and work collaboratively to achieve the team's goals.

Signatures / Agreement

Team Member	Signature	Date
Samantha Ruiz	SR	1/27/26
Laura Banuelos Rios	LBR	1/27/26
Sydney Van Hoose	SVH	1/27/26
Bahaeldin AhmedAwad	BAA	1/27/26