

UNIVERSITY OF HOUSTON – CLEAR LAKE

SENIOR PROJECTS

CINF 4388.01

Recipe5nd Team Charter

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INTRODUCING



“ROCKO THE TOMATO”

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1 Vision

Our vision is “A world where everyone is a master chef in their own home.”

2 Mission

We aim to put our collective knowledge of software engineering to the test and solve real world problems using state-of-the-art technology and methods. By working collaboratively and respectfully, we will build a quality mobile recipe application that enables users easy access to recipes.

3 Goals

3.1 Research new Android topics

We will, with the help of our research manager, explore the ever changing Android landscape to learn about new API's, application optimization, and design techniques.

3.2 Strive for excellent quality through extensive testing

Using a testing suite for Android, we will test and perform quality assurance of the mobile application to make sure what we develop is ready for shipping with as few bugs as possible.

3.3 Follow well laid out guidelines for designing mobile applications

By following Google's Material Design (<https://material.io/>), we will build a beautiful, dependent, and aesthetically pleasing application that is friendly to all users.

3.4 Develop software using the Agile method of Software Development

We will be using a Kanban board to track progress and ensure that the whole team is on the same page throughout the development process.

3.5 Follow the steps of the software engineering process

By first producing a requirements document, we can be sure that each stage of development from design to testing is accounted for. This allows us to only focus on the features we agree on in the requirements document and avoid “scope creep” that could slow down development.

4 Roles

4.1 Roles and their responsibilities

Our team will have a variety of technical (T) and non-technical (NT) roles.

- Coordinator (NT) – leads meetings and produces agendas outlining what is to be discussed for each meeting.
- Scribe (NT) – records, either by typing or writing, a detailed account of what was discussed during the meeting; this role will also be responsible for recording group dynamics and interpersonal relationships during meetings. This will allow us to refer back to the notes of the Scribe for measuring team success.
- Timekeeper (NT) – tracks the time frame that is set by the Coordinator for each agenda item. This role will be responsible for keeping the team on track and focused during meetings. This will ensure that every meeting is productive.
- Graphics and Presentation Manager (T) – will prepare (when necessary) demos and PowerPoint presentations; This role will be a way we can showcase the work done by the team. This role will also be responsible for acquiring any images that may be needed as part of the mobile application.
- Project Manager(T) – ensures the project stays on track and is responsible for maintaining WIP (work in progress) limits on the Kanban board.
- Research Manager (T) – researches new API's and Android documentation for the team and points other team members towards findings so that we can use the current and most up to date technologies in our product.
- UI Designer (T) – designs the UI (user interface) for the mobile application adhering to the standards set by Google's Material Design (<http://material.io/>).
- Programmer (T) – produces code that meets the requirements set forth in the requirements document. This is a role in which most of the team (if not all) will fill.
- Tester (T) – tests Programmer(s) code using Android's test suite to ensure that it meets and does not exceed the requirements set forth in the requirements document.

4.2 Role assignments

Non-Technical (NT)	9/06/19	9/12/19	9/19/19	9/26/19	...
Coordinator	Ethan	Mark	Nova	Thu	...
Scribe	Mark	Nova	Thu	Manuel	...
Timekeeper	Manuel	Manuel	Mark	Ethan	...

Table 1: Non-technical roles and thier members

Every week the non-technical roles will rotate so every member has a chance to do something different.

Technical (T)	
Graphics and Presentation Manager	Thu
Project Manager	Ethan
Research Manager	Manuel
UI Designer	Nova
Programmer	All team members
Testing	Mark

Table 2: Technical roles and thier members

While the technical roles won't formally rotate, everyone will have a chance to help each other accomplish their goals.

5 Ground Rules

5.1 Administrative

5.1.1 Meeting place

We will meet on campus (UHCL) in the Delta Building Open Lab. In addition to this weekly meeting, we will also meet during class on Tuesdays.

5.1.2 Meeting time

The weekly meeting will take place on Thursday mornings at 10:30 A.M. and will last a maximum of 2 and half hours.

5.1.3 Progress monitoring

We will be using Github's integrated Project tab in the Github repository for tracking the project. This allows us to have a Kanban board that is always visible to every team member.

5.1.4 Team communication

We will be primarily using Discord as our team's form of communication. The advantages of using Discord over normal text messaging or phone calls is that it allows for uploading of files and sharing screens.

5.1.5 Missed meeting

If a team member is unable to attend a scheduled meeting, that team member is responsible for checking the Github page for any changes to the Kanban board. They should also drop into Discord and ask what it is they missed at the meeting.

5.2 Tasks

5.2.1 Decision making

Decisions will be made by a combination of majority rule and consensus.

5.2.2 Handling disagreement

In the case of disagreements, the team members involved in the disagreement will talk to each other respectfully and attempt to reach a compromise on the matter.

5.2.3 Problem solving

We will be following the first two steps of the problem solving process (understand the problem, design a solution) in order to solve problems.

5.3 Interpersonal

5.3.1 Team members treatment

All team members will treat each other with respect and understanding. We will learn from each other and help each other grow as new developers.

5.3.2 Increasing trust

To increase trust and help each team member grow, thoughtful conversation and ideas are encouraged. Every member of the team will listen to the opinions of other members.

5.4 Procedures

5.4.1 Documenting progress

During each meeting, the Scribe will create a detailed account of the meeting's minutes and any disagreements and resolutions that take place. These notes will be compared with the agendas of the Coordinator to ensure that what was supposed to be accomplished during that meeting was accomplished.

6 Plans and Tools for Gathering Team Self-Assessment Data

Because the Scribe's role will be to record what was discussed at each meeting and to make a note of disagreements, we can use this data to rate the team's effectiveness every week. We will create a team assessment form that will be filled out as a team.

Another tool for gathering team self-assessment data will be the Kanban board. Because it will have WIP limits on the "In Progress" limit, we can easily see if we are falling behind and need to make an administrative adjustment.

7 Commitment

By signing below, each team member understands what is expected of them and is committed to achieving the goals outlined in this charter.

Signed and dated September 10, 2019.