# Team Charter

Semester 3

**Group 4 (SlayGency)**

# Table of Contents

# Team Members

1. Kourosh Esmaeil Tajer
2. Tamer Talha Candemir
3. Sumana Lahiri
4. Margarita Lekova
5. Fabiana Barrios Peña

# Strengths & Weaknesses

| Tamer | | Kourosh | |
|---|---|---|---|
| **Strengths** | **Weaknesses** | **Strengths** | **Weaknesses** |
| Team-worker | Perfectionist, focusing too much into details | Confident | Resistance to change |
| Coding, design | Presenting (to teachers). No problem presenting to classmates or clients | No stress | Risk aversion |

| Sumana | | Fabiana | |
|---|---|---|---|
| **Strengths** | **Weaknesses** | **Strengths** | **Weaknesses** |
| Detail-oriented | Difficulty with public speaking | Creative | Tend to focus on completion over perfection on tasks |
| Persevere | Procrastination | Organized | coding |

| Margarita | |
|---|---|
| **Strengths** | **Weaknesses** |
| | |
| | |

# Core Values

## 1. Communication

- Clarity is key—if something isn't clear, we expect team members to take action by asking questions and seeking clarification.
- Punctuality matters—if someone is running late, they must inform the group via Teams or WhatsApp with a valid reason.
- Repeated lateness (seven times) will have consequences, ensuring accountability and respect for everyone's time.
- Regular updates should be provided on progress, challenges, and roadblocks to keep everyone aligned.

## 2. Teamwork

- Tasks should be divided clearly, equally, and fairly to ensure efficiency and a balanced workload.
- Every team member is expected to contribute actively and respect others' contributions.
- We support and assist each other, recognizing that our success depends on the collective effort of the team.

## 3. Innovation

- Every team member is encouraged to push boundaries with their ideas and think outside the box.
- We embrace a growth mindset, where experimenting and learning from mistakes is part of the creative process.
- New ideas are always welcome—feedback should be constructive and focused on improvement.

## 4. Collaboration

- Active participation is required—every team member should contribute to discussions, projects, and decision-making.
- We take ownership of our work, ensuring that our collective efforts lead to high-quality outcomes we can be proud of.
- Respectful and professional interactions are expected at all times to maintain a positive working environment.

# Group Norms

## Communication Platforms

- Microsoft Teams will be used for sharing files, feedback, and ideas.
- WhatsApp and Teams will be used for arranging meetings, quick questions, and urgent updates.
- Emails should be used for formal communication when necessary, with client and teachers.

## Project Management & Organization

- Microsoft Planner will be used for tracking tasks, deadlines, and overall project organization.
- Task assignments and deadlines must be followed, and updates should be provided regularly.
- If someone is unable to complete their task on time, they must inform the team as early as possible.

## Meetings & Attendance

- Regular meetings will be scheduled to discuss progress, challenges, and next steps.
- Attendance is mandatory unless a valid reason is provided in advance.
- Not coming to school or meetings without a valid reason 3 times will have the consequence of being kicked out of the group.
- Everyone should come prepared for meetings, having reviewed relevant materials beforehand.
- In decision-making during meetings, your opinion will be considered only if you are present at that meeting, either in person or online.
- You will be considered late if you arrive 15 minutes later. In this case, you will need to provide at least 1 snack per person. If this happens 7 times during the semester, we will have a serious discussion with the teachers about the case.

## Work Quality & Accountability

- All deliverables should meet a high standard—team members should review their work before submission.
- Constructive feedback should be welcomed and given professionally.
- Every team member is responsible for their contributions and must meet agreed-upon deadlines.

## Respect & Inclusion

- All team members should feel valued and heard—respect for diverse opinions is essential.
- Disagreements should be handled professionally, with a focus on finding solutions.
- Everyone should contribute to maintaining a positive and motivating team environment.

## Roles

| Name/ Roles | Task Manager | Designer | Developer | Presenter | Communication (Internal and External) | Researcher |
|---|---|---|---|---|---|---|
| Kourosh | X | | X | | X | X |
| Tamer | | X | X | X | | X |
| Sumana | | X | X | | | |
| Margarita | | | | | | |
| Fabiana | | X | X | X | | X |