**INF2001 Introduction to Software Engineering**

**AY2023/24 Trimester 1**

**Project Team Charter**

| **Team Name:** | Bussin |
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| **S/No** | **Team Members** | |
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| **1** | **Full Name:** | Zheng Yang Davis |
| **Email:** | 2003253@sit.singaporetech.edu.sg |
| **How can I best contribute?** | In addition to project management, I also excel in report writing, ensuring clear documentation of project progress and outcomes. I contribute to coding by offering insights into process optimization, code documentation, and effective collaboration between developers. |
| **What do I need help with?** | I need help with user interface and experience design as I have minimal background in front end development. |
| **2** | **Full Name:** | Bryan Swee Duo |
| **Email:** | 2003263@sit.singaporetech.edu.sg |
| **How can I best contribute?** | I can contribute in coding the backend and optimisation of code, I am able to provide assistance with UI/UX Design. I can also ensure that the team remains on track with our taskings. |
| **What do I need help with?** | I need help with report writing and implementation of front-end code from UI/UX design. |
| **3** | **Full Name:** | Toh Yong Yi Joel |
| **Email:** | 2003288@sit.singaporetech.edu.sg |
| **How can I best contribute?** | I can contribute in both report writing, and the technical aspect of the project, such as the front and back-end coding, and code documentation |
| **What do I need help with?** | I would require some assistance with code optimisation, and the overall UI/UX design of the product |
| **4** | **Full Name:** | Tan Chin Han |
| **Email:** | 2003266@sit.singaporetech.edu.sg |
| **How can I best contribute?** | I can contribute to the front-end to ensure the user interface enhances user experience and some coding at the back-end. I also can contribute documentation to the report. |
| **What do I need help with?** | I need help with code optimization, integrating components and the documentation of the report. |
| **5** | **Full Name:** | Leng Hongjie Evander |
| **Email:** | 2003284@sit.singaporetech.edu.sg |
| **How can I best contribute?** | Contributing with the programming and logic of the application would be ideal for me. I can assist with documentation and project management in addition to this. |
| **What do I need help with?** | I would need help with front end development as well as the formatting of the documentation and reports |
| **6** | **Full Name:** | Ng Xu Lun Keith |
| **Email:** | 2003269@sit.singaporetech.edu.sg |
| **How can I best contribute?** | I can contribute best in the system designing phase, ensuring that team members are synchronised on the requirements of the project. I can also contribute technically, designing both front and back-end code to bring the designs to life. |
| **What do I need help with?** | I definitely need help with implementing software testing, and the efforts of other team members to ensure that the codebases and documents are kept neat and tidy. |

| **As a Team, we agree to/that….** | |
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| **Team Goals**  *What do the team wish to accomplish with this project?* | 1. Structured SDLC Implementation:   Adhere to a well-defined SDLC approach, ensuring systematic progress through project phases, reducing risks, and enhancing software quality.   1. Precise User Requirement Analysis:   Thoroughly understand user needs, engage stakeholders, and prioritize features based on comprehensive requirements gathering for an effective web application.   1. Robust Software Architecture Design:   Create a modular, extensible architecture using design patterns for future scalability, ease of maintenance, and reduced technical debt in the web app. |
| **Team Meetings**  *When and where?* | **When**  Once a week every thursday from 3pm to 4pm  **Where**  Discussion room at SIT@NYP |
| **Team Meetings**  *What should I do if I am going to be late or unable to attend a meeting?* | **How**  Should a team member be unable to attend a meeting, they shall notify the team via the Telegram group  **By when**  As soon as possible |
| **Working as a Team**  *How should major project decisions be made?* | Major project decisions must be made together as a group, with the opinions of different members being taken into consideration. Should there be a split of opinions, the Team Leader shall hold the responsibility of dissolving conflict and reaching a final conclusion. |
| **Working as a Team**  *What should I do if I am unable to fulfil my tasks before the deadline?* | Should a team member be unable to complete their assigned work, they are responsible for seeking assistance from other team members. |
| **Working as a Team**  *What should I do if I spot a piece of work by another team member that can be improved tremendously?* | Each team member agrees that constructive criticism and feedback is necessary to produce the best outcome, and should a member see work that can be improved, they are responsible for bringing it up during team meetings in an objective manner. |
| **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?* | Submit the work via turnitin and other plagiarism checker engines along with doing our due diligence and citing all our sources. |
| **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** | Zheng Yang, Davis |  |
| **2** | Bryan Swee Duo |  |
| **3** | Toh Yong Yi Joel |  |
| **4** | Tan Chin Han |  |
| **5** | Leng Hongjie Evander |  |
| **6** | Ng Xu Lun Keith |  |