Team Charter – Capstone Project

Team 4

SWEN 661 9040 User Interface Implementation

Instructor: Dr. Minagar

University of Maryland University College

January 14, 2026

Team Information

Team Name: Team 4

Member Number	Name	Email	GitHub Username	Time Zone	Operating System
1	Gary Jurado	gjurado1@student.umgc.edu	gjurado1	Central European Time	Windows
2	Eduardo Estrada	eduardo.estrada12@gmail.com	Stinkybootsllc	EST	Mac
3	Fon Ade Asa'A	fasaa@student.umgc.edu	Fnego1	EST	Windows

Communication Plan

Primary communication will be conducted via [insert here]. Team members are expected to respond within 48-72 hours on weekdays and 48 hours on weekends.

- **Weekly Team Meeting:**
    - **Day:** _____Fridays_____
    - **Time:** _____4:00 P.M EST _____
    - **Platform:** Teams

- **Emergency Contact Method:**
    - Whatsapp direct message followed by email if urgent

Roles and Rotation

Roles include Technical Lead, QA/Testing Lead, and Documentation Lead, rotating every two weeks.

Technical Lead

- Oversees system architecture and technical decisions
- Ensures coding standards and best practices

- Assists with complex implementation challenges

QA / Testing Lead

- Develops and maintains test plans

- Ensures adequate unit, integration, and system testing

- Verifies functionality prior to merges

Documentation Lead

- Maintains project documentation and README files

- Ensures clarity of requirements and setup instructions

- Coordinates documentation updates with development progress

Weeks	Technical Lead	QA / Testing Lead	Documentation Lead
1–2	Member 1	Member 2	Member 3
3–4	Member 2	Member 3	Member 1
5–6	Member 3	Member 1	Member 2

Git Workflow

All development will follow a feature-branch workflow with peer-reviewed pull requests.

- **Branch Naming Convention:**
  - Dev/Username/Feature-or-Fix

- **Commit Frequency:**
  - Small, meaningful commits at least once per working session

- **Pull Request Process:**
  - All changes submitted via pull request
  - Minimum of one peer review and approval required

- **Merge Policy:**

- o No direct commits to the main branch

- o All merges require passing tests and review approval

Work Distribution Philosophy

- Work will be divided based on project requirements and rotating roles
- All members will contribute to coding, testing, and documentation
- Code reviews will be constructive and focused on quality improvement
- Rotations ensure balanced workload and skill development

Decision Making

- Major decisions will be made by team consensus
- If consensus cannot be reached, a majority vote will be used
- Technical input from all members will be considered

Conflict Resolution

1. Address concerns respectfully within the team
2. Discuss issues during team meetings or private discussions
3. Escalate unresolved conflicts to the instructor with documented context

Signatures

Name	Signature	Date
Gary Jurado	_____Gary Jurado_____	____01.11.2026_____
Eduardo Estrada	____Eduardo Estrada_____	____01.11.2026_____
Fon Ade Asa'a	_____Fon Ade Asa'a_____	_____01.12.2026_____