Team Statement

Team Name: Chord Chase	Date: 2023/09/21
Team Members: • Grace Oluwaniyi • Lulia Neuc • Jazmin Horton • Jason Alfonza Kencana	Reporting Period: Phase 1

Team Name

Team ChordChase

App Name

ChordChase

App Preference

Music App

Grade Expected

Grade we hope to achieve:

- Grace Oluwaniyi - 100%.

- Lulia Neuc - 100%.

- Jazmin Horton - 100%.

- Jason Alfonza Kencana - 100%.

Team Strengths

- Efficient communication and collaboration

- Innovative and critical thinking

Team Weaknesses

- Skill Gaps (As a team, we are working towards knowing each other better to determine the skill level for each member of the team.)

- Time Management due to differing schedule blocks for each team member.

SMART Goals

Develop a Functional Prototype of the Music App within 2 Months:

Specific   : The goal is to create a functional prototype of the music app.

Measurable   : Success can be measured by the completion of key app features and functionality.

Achievable   : Given the scope of a school project, developing a realistic prototype.

Relevant   : Developing a prototype that aligns with the project's objectives.

Time-bound   : The goal has a clear timeframe of 2 months.

Receive User Feedback and Iterate the App Based on Input within 1 Month:

Specific   : The goal is to gather user feedback and make improvements to the app based on that feedback.

Measurable   : Success can be measured by the number of feedback responses received and implemented changes.

Achievable   : It is achievable within the scope of a school project to gather feedback and adjust.

Relevant   : User feedback is essential for refining the app.

Time-bound   : The goal has a clear timeframe of 1 month for the feedback collection and implementation process.

Consequences of SMART Goals not being Achieved

If the SMART goals are not achieved:

- The project may experience delays in development and testing phases.

- Quality assurance and user feedback processes may be compromised.

- Team morale and motivation could decrease, potentially affecting overall project performance.

Communication

- Main mode of communication - Teams
- Secondary mode of communication: In-person meetings
- Required time to reply:
  Day-to-Day communications - 24 hours
  Close-to-deadline communications – 6hrs

Work Division

- Grace Oluwaniyi – Team Leader, Innovator
- Team ChordChase – Editor in Chief (Revising/Submitting), Innovator
- Jason Alfonza Kencana – Project Manager (Scheduling/Managing), Innovator
- Lulia Neuc – Researcher, Innovator
- Jazmin Horton – Secretary (Note Taking/ Project Details), Innovator

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Meeting Times

Meeting time #1: Every Thursday at 8:00-10:00 am in-person meeting at MB321 at SAIT.

Meeting Time #2: Every Fridays at 6:00-7:00 pm Teams meeting virtually

Team Expectation

We expect the following from all team members:

- Mutual respect
- Empathy
- Collective decision making
- Punctuality
- Participation
- Open communication and discussion
- No plagiarism

Consequences of Failing Expectations:

Step 1: Communicate with the person to understand the situation

When something isn't working within the team, team members in conflict should have a meeting as soon as possible to address the cause of the problem and openly discuss their perspectives. Team members should share ideas and come to a clear conclusion on how to resolve the problem.

Step 2: If the problem persists, communicate with the team leader

If the problem persists within the team, team members will involve the team lead. They will provide details about the problem, what was discussed in Step 1, and why the problem was not resolved. The team lead and team members will collaborate to define strict expectations and solutions.

Step 3: If no changes are made, communicate with the instructor

The instructor will be made aware of the problem if no changes are made within the team.

Agreement

We all agree to follow this team contract throughout the course, and we are all responsible for enforcing the rules outlined above.

Names

- Grace Oluwaniyi

- Jason Alfonza Kencana

- Lulia Neuc

- Jazmin Horton

Progress Report

Phase 1 – Project Planning and Team Statement

Highlights and Accomplishments	What major tasks that have been completed in this phase of the project? As a team, we worked together to create our team statement and worked on planning the direction for our app development.
Challenges and Issues	What challenges, issues, or obstacles did you encounter and how did you overcome them? We had difficulty in deciding the specific app we would build as a team due to differing ideas and interests.
Individual Contributions	What did each member of the team work on in this phase of the project? Grace Oluwaniyi - Co-ordination, Editing, Proof-reading and Documentation of team ideas as well as research. Lulia Neuc – Brainstorming, Editing and Research. Jazmin Horton – Brainstorming, Editing and Research. Jason Alfonza Kencana – Brainstorming, Editing and Research.
Team Plan for Next Phase	What do you plan on completing in the next phase of the project? As a team, the direction for phase II will involve us working on the architectural plan for our music app, as well as determining mandatory features for our app.
Individual Plan for the Next Phase	What do you plan on completing in the next phase of the project? Grace Oluwaniyi – Brainstorming ideas for architectural decisions for the Development Framework. Lulia Neuc - Brainstorming ideas for architectural decisions for Strategy Jazmin Horton - Brainstorming ideas for architectural decisions for Security Jason Alfonza Kencana - Brainstorming ideas for architectural decisions for Data base storage.