LEARNING TEAM CHARTER

Course Title   CS624_03_IN: Full-Stack Dev - Mobile App

Instructor   Bukasa Tshilombo

Course Dates   Apr/8/2025

Faculty Approval (signature)   *Instructor approval here (for entire charter including conflict management plan)*

I participated in the creation of this charter and I agree with its contents (*member signatures/italics for electronic/online signature*):

Ruojie Hao   *Christian Morris*

Shila Jahanbin   *Zeinep Zhorobekova*

Team Members/Personal Information (OPTIONAL)

Name	Address	Phone	Fax	E-Mail

Team Member Skill Inventory

Name	Strengths/Contributions	Areas for Development	Name	Strengths/Contributions	Areas for Development
Ruojie Hao	Code/Architecture	Web	Zeinep Zhorobekova	Documentation	Writing, React Native
Shila Jahanbin	Documentation, Testing	Coding (React Native basics)			
Christian Morris	Frontend development/documentation	React Native, Styling			

<u>Learning Team Goals</u> (May include project assignment goals, group process goals, quality <u>level goals, etc.)</u>

· Successfully design and implement the "Who is the AI?" mobile app as described in the project plan.

· Ensure all team members understand and contribute to key parts of the system: frontend (React Native), backend (Node.js, WebSocket, OpenAI API), and database (MongoDB).

· Maintain high-quality standards for code readability, documentation, and testing.

· Complete all deliverables on time, including the flowchart, workload assignment, and final presentation.

· Encourage clear communication and active participation from all team members.

· Support a positive and collaborative group process where everyone shares ideas and feedback.

What are potential barriers to the achievement of these goals?

· Uneven workload distribution or unclear task assignments.

· Scheduling conflicts between team members, especially across different time zones.

· Miscommunication or lack of updates between members.

· Technical challenges (e.g., WebSocket integration, OpenAI API issues).

· Limited experience in some areas of full-stack development, and Low participation or missed deadlines by any team member..

<u>Ground Rules</u>

Meeting schedule, locations, attendance expectations, agenda, notifications, assignment completion, etc.

Meeting Schedule:

Weekly Zoom meetings (e.g., every Monday at 7 PM PST). Additional meetings if needed.

Attendance Expectations:

All team members are expected to attend scheduled meetings or notify the group in advance if they cannot join.

Agenda & Notifications:

The meeting agenda will be shared at least one day before the meeting via email or group chat.

Reminders and notifications will be sent through WhatsApp group or email.

Assignment Completion:

Tasks should be completed by the agreed deadlines. Delays should be communicated early.

How will communication among team members be facilitated? (telephone, e-mail, fax, etc.)

Tools:

-   WhatsApp group chat for quick updates and reminders.
-   Email for formal communication and sharing documents.
-   Zoom for team meetings.
-   Google Drive for shared files and document collaboration.

All members agree to check messages at least once per day.

Conflict Management

What are potential conflicts that might arise among or between team members during this course?

· Disagreements on task assignments or workload.

· Differences in coding style or technical approaches.

· Missed deadlines or low participation from a member.

How do team members agree together that they will deal with these and other conflicts?

First, discuss the issue openly within the team in a respectful way.

If the conflict remains unresolved, the team leader will schedule a separate discussion between the involved members.

If needed, escalate to the instructor for mediation.

Focus on problem-solving, not blaming.

Preliminary Project Plan

Task/Process	Assigned Team Member	Due
Learning Team Charter (TP01)	Leader: *All Team Members*	Week Two
Project Proposal (TP01)	Shila Jahanbin (Lead)	Week Three
Project Progress Report (TP02)	Christian Morris (Lead)	Week Seven
Final Report (TP03)	Zeinep Zhorobekova (Lead)	Week Ten
Final Presentation (TP04)	Ruojie Hao (Lead)	Week Ten

Expectation of each team leader:

Each team leader is expected to coordinate team activities for their assigned deliverable, ensure deadlines are met, organize necessary meetings, distribute tasks fairly among members, and provide status updates to the instructor if needed. Leaders are also responsible for reviewing the final submission to guarantee it meets quality and formatting requirements.