Team Charter

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Team Name: TeamCoders

## Team Mission and Objectives or Goals

TeamCoders team has been formed to work on assignments for Software development project subject. Our team has definitive goals and objectives to work together to achieve the successful project outcome.

We are all determined to work efficiently as a team by managing our time, monitoring our efficiency, committing to the tasks and helping each other.

We are all agreed that everyone will have a chance to lead the team depending on the member’s skill strength.

Our objective will be to use resources efficiently such as time and expertise of members to gain the maximum output from the project.

We will keep the friendly, comfortable, supportive and respectful environment in the team.

We all will make a collaborative effort to submit the group project by managing or dividing the workload in each team member.

**Team Member Skill Inventory**

Our team consists of two members. Following is strengths and expectations of each team member.

**Dushan**

**Strengths:** knowledge in Java, C#, PHP, HTML/CSS and some other programming languages.

**Expectations:** I expect to have better knowledge of software development methodologies and project management. I also expect to learn the necessary teamwork skills.

**Sulthan**

**Strengths:** I am good at programming, a quick learner, hardworking.

**Expectation:** I would like to build a project with the team I already have, and to improve my communication and software developing skills.

## Role Identification

*Project manager - Dushan*

*Software Developer - Sulthan*

**Obstacles**

Every project is highly likely to have some obstacles. We understand that few or more obstacles may come in our way which will block us meeting the goals and objectives of this project. However, by understanding the obvious obstacles and having solutions beforehand will help us to progress in the project effectively. Following are the identified obstacles:

* Time constraints
* Miscommunication
* Unforeseen personal circumstances
* Academic workload
* Meeting deadline
* Lack of understanding

## Ground Rules

We all expect to follow the rules and guidelines:

* Be punctual in meetings
* Be an active listener in meetings and discussions
* Meet satisfactory level of contribution
* Blow the whistle if any issues arise
* Seek help from team members
* Be mindful of deadlines
* Communication
  + Our team meetings will be held once a week to discuss the progress of the project. We will go through the remaining tasks and allocate the work accordingly. Meeting minutes will be taken and share in the team.
  + We will use ASANA communication mechanism to monitor the project progress.
* How will decisions be made within the group?

Decisions will be made by selecting the best choice presented by each member during class time and discussing them decisions with subject supervisor.

**Conflict Resolution Mechanisms**

Following two conflicts resolution techniques will be used throughout the project.

**Accommodating**

Concerning about other’s ideas first than prioritizing one’s idea.

**Collaborating**

Every member will collaborate while making decisions to choose a best option.

**Sign Off:**

I have participated in the development of this charter and agree to it.

Team Member: \_\_\_\_\_Dushan\_\_\_\_\_\_\_\_\_\_\_\_

Team Member: \_\_\_\_\_\_\_\_Sulthan\_\_\_\_\_\_\_\_\_

Date: 27/07**/2019**