

Team Charter and Management Plan

System Name Beverage Booker

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Purpose and Goals

The purpose of this team is to achieve not only the set goals, but to do so with a focus on learning and supporting each person involved with the project to help develop themselves as programmers.

Team members will consistently contribute to the tasks set to complete the stages of the project to develop a finished product. Each team member will help others when needed to achieve the goals set, as a team.

Produce high quality work and documentation meeting requirements set out by the assignments and to follow integration plans throughout each fortnight. A maintaining of efficient communication between team members throughout the course of two sessions.

The goal of our project is to be able to identify and apply appropriately the different steps in the UP methodology to produce software, as well as the main artefacts of the software development process, using project management tools to assist in timely completion of milestones.

Summary:

- To foster a learning environment
- Effectively participate and convene as a team
- To regularly contribute to weekly tasks
- Produce high quality work and documentation
- To support each other and communicate effectively
- To use UP methodology to produce software, as well as the main artefacts of the software development process
- Timely completion of milestones

Core Values

The three core values of this team are a positive work environment, a strong work ethic and conducting oneself with integrity.

Group Work Environment

A supportive and respectful work environment encourages each team member to perform to the best of their ability. Effective communication is made possible by having an open attitude to suggestions and ideas. Having a non-critical and non-judgemental attitude towards the effort put in by team members helps promote a pro-learning work space.

Summary:

- Open minded of each other's ideas.
- Supportive.
- Respectful of each other's commitments and time.
- Effective communication.
- Non-judgemental.
- Pro-learning by trial and error.
- Non-critical of errors.

Work Ethic

The work ethic of both individual members and the group as a whole affects all aspects of the project. Having a good work environment (see above) increases the chance that each task and stage of the project are finished in a timely manner.

Potential issues that arise during development need to be addressed as quickly as possible to avoid delays. This should not be done by 'accusing' a team member of the fault but instead approaching each instance as a learning opportunity for all parties.

Each team member has strengths and weaknesses, assigning tasks according to a person's strengths will increase their enthusiasm to complete the task. Team members should also take on work outside their areas of comfort to ensure individual development.

Motivating each other, as a team, to push each other to achieve the goals and tasks set.

Each member is expected to have work completed on time as to stick to the iteration plan and if anything impedes on that let the other members of the team know as soon as possible so workloads can be redistributed to someone that can do it or allocate more members to allow for more effective time use.

Summary:

- Complete tasks in a timely manner.
- Address potential problems as soon as possible avoiding delays.
- Leverage team members strengths to offset individual weaknesses.
- Use teamwork to enhance the progression of the project.

Integrity

Completing this project with integrity is an important value of this team. The guidelines and rules set out by the university will be taken very seriously when conducting ourselves.

Any issues between the team members will be openly communicated between the persons involved and an appropriate resolution reached.

Summary:

- Abide by university guidelines and rules.
- Any team members that are in conflict will communicate directly and work to move forward with resolution.

Potential Obstacles

Each project has potential obstacles and three have been identified by this team as possibilities.

Each team member will have weaknesses but also strengths. Working to the best of our ability whilst also being able to maintain a personal life can be a factor. Learning new things to complete a project can take time, leading to delays.

Notifying team members of situations that may or will impede your participation should happen straight away e.g. your Internet is going to get shut off so tell your team members as soon as you can, so they are aware.

Each member is expected to have work completed on time as to stick to the iteration plan and if anything impedes on that let the other members of the team know so workloads can be redistributed to someone that can do it or allocate more members to allow for more effective time use.

Strengths & Weaknesses

Each team member brings to the project strengths and weaknesses. It is the responsibility of the team to not allow deficiencies to hinder the progress of the project. Each team member must be supported through a weakness and support others with their own strengths.

Having a diverse team allows for many types and levels of knowledge to be accessible to the needs of the project, compensating for the weakness that may be present.

Summary:

- Different experience levels.
- Diverse education and knowledge.
- Possible conflicting personalities.

Work/Life Balance

Working on a project for too long can lead to a stale approach to a project. Personal time for refreshing your body and mind helps a team member to re-engage the project with a renewed level of vigor and enthusiasm.

Life is unpredictable and the expectation of how a project will go never goes to plan. Team members will be supported through personal situations and the workloads re-adjusted to make sure the project can continue.

Summary:

- Unexpected personal situations.
- Too much work assigned to one person.
- No time to recharge allowing for increased productivity.
- Academic challenges - balancing uni workload

Learning Curve

Some projects, including this one, require new technology, methods/strategies and software to be utilized to complete. The time required to learn these can impact the timeline of a project. Team members must try their best to learn and develop their skills with these new requirements. Team members will be supportive and will assist in educating each other when assistance is requested, or when it benefits the progression of the project. There are no stupid questions, only learning opportunities.

Summary:

- Working with new technology without previous experience.
- Short amount of time to become competent with new version control methods.

Expectations

Having expectations outlined for the project helps to create boundaries for the team member to work within and understand what is required of them for this project. Team members can always go above and beyond but the minimum requirements are clear allowing them to be achieved without confusion.

Individuals

- Attend weekly team meetings.
- Keep up with subject weekly requirements
- Do the work agreed to in the weekly iteration plan and if you can't, let someone know.
- Perform to the best of your ability.
- Ask for help from the team if you need it.

Group

- Achieve the weekly goals as a team.
- Support each other's learning and development.
- As a team complete tasks and projects to the highest of standards.

Decision Making

Decisions within the group will be made *unanimously*. If a decision cannot be met, then a compromise will be met if possible, otherwise refer to disagreement policy and discuss how the team can work through the disagreement to allow for continuation of work and prevent delays.

Strike Policy

The team will work from a 3-strike system. Strikes will occur from the following cases:

- If a team member fails to meet a deadline without informing the other teammates prior to the deadline they will receive a strike.
- If a team member continuously does not show up for meetings without proper or any reasoning, they will receive a strike.
- If a team member fails to reply to communication on the same day within the 8am-9pm hours and the lack of communication directly impacts the task, they will receive a strike
- If a team member acts against the purpose and goal or the core values of the team they will receive a strike

First Strike: Accepted by group and noted in meeting minutes.

Second Strike: The group will review the issue and decide if extra people or resources should be allocated to solve the issue.

Third strike: The group will hold a majority vote to decide whether or not to eject the strike receiver from the group. A discussion of how to redistribute the workload among the other members will also take place.

At Least You Tried Policy

If a team member is failing to complete tasks but shows that it isn't due to lack of trying:

First instance: Provide the member with feedback and assistance via links to web pages that may expand their knowledge of the problem. Discuss with the member how you would go about fixing that problem.

Second instance: Assign another member of the group to that work item to help the problem member get it complete.

Third instance: Take that work item off the member and assign it to someone that can do it. Other members discuss if action should be taken and refer to the strike policy and whether that person should receive a strike or not.

Disagreement Policy

- Both sides will present their argument with reasons and information necessary to support it. This will be presented in the team Discord text chat or voice chat. The group will come to a unanimous decision once all information has been looked over and considered.

Assigned Work

Work will be assigned at the beginning of each iteration through agreements during a team meeting. Assigned work items can be seen in the iteration plans along with due dates and other pieces of information.

Deadlines will be set as required to complete the project on time and will be up to the team's discretion on when deadlines should be set.

It is of large importance for the progress of the project that each team member is able to meet deadlines on time and produce high quality work while meeting said deadlines. Failure to do so may cause the project to fall behind schedule and cause problems further down the line.

Nothing will be updated into the master until the proposed modification/addition has been through review by the team once it has been complete. This is to ensure quality of work being produced by each team member.

Communication

Meetings

- Meetings will be at 8:00 PM (20:00) AEST every Thursday on the Discord channel called “General”.
- Additional meetings can also be proposed. A vote will be held, and if it is unanimously agreed then the additional meeting will take place. Additional meetings can occur at any agreed upon time on any day.
- If a member is unable to attend a meeting they should notify the other members as early as possible.
- Each member is expected to come to the meeting prepared on what will be discussed e.g. problems on their end, problems with others or just general updates on how they are doing with their parts of the project.
- Minutes will be recorded at each meeting. This responsibility will be fulfilled by a different team member each meeting, on a rotating basis.
- Weekly meetings will require updates from all members and any anomalies in progress will be priorities during the discussion.

Methods of Communication

Our push communication method is Discord.

Invite link: <https://discord.gg/AQaG2YP>

Contact Information

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Who We Are

Benn Curby

Strengths: Attention to detail. Strong commitment and willingness to learn new things.

Personal values: I try to bring a level head and understanding to the team.

Expectations: We put in our best effort and try to create something we can be proud of.

Emily Carter

Strengths: Fast learner, analytical, detail oriented and driven

Personal values: Respecting everyone and encouraging people to do their best.

Expectations: Everyone plays their part to achieve the overall goal and to give their best with open communication.

Jacob Kennedy

Strengths: I consider myself flexible and able to take on a reasonably large workload.

Personal values: Good with time allocations and completion of work by certain times

Expectations: I hope that by the end of the subject I can be happy with my work.

Jake Durnford

Strengths: A drive to work hard and learn and understanding.

Personal values: Everyone is entitled to learning from each other.

Expectations: Completing a project we as a team are happy with and think we worked hard on.