Team Charter

ITC303: Assignment Group 11

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# Team Mission



|  |
| --- |
| Our mission is to build and maintain quality code and / or systems. Working together to be an efficient and insightful team, learning from each other, growing our strengths and improving on our weaknesses. We aim to produce the best results we can in the time we have available. |

# 

# Goals

* Establish a cohesive and productive team.
* Complete a team Charter, to outline expectations and project flow.
* Establish a project repository and have the required code situated within.
* Complete the first iteration.
* Complete the second iteration.
* Complete all initially proposed aspects of the project.

# 

# Team Member Skill Inventory

**Alex Hathaway**

Skills

* Knowledge in Java, Python, C#, main ones used are Java and Python, basic knowledge and understanding of C#
* Done basic graphics programming with WebGL and OpenGL
* SQL done in the degree so far
* Basic version control with BitBucket and tortoise git throughout the degree so far
* Basic data structures taught throughout the degree so far

Areas that I would like to improve on in this project

* Better knowledge in using Git and its various other associated programs.
* Improve knowledge on coding dynamically and adjusting quicker to proper ways to code

[See roles](#_heading=h.4d34og8)

**Jayden Aislabie**

Skills

* IDEs - Visual Studio and Eclipse
* Languages - C#, Python, Java, HTML, CSS, and SQL
* Database management - SQL server, MySQL
* Version control - Git Lab, Bitbucket, GitHub and TortoiseGit
* Diagrams - LucidChart, Draw.io
* Framework - ASP.NET Core
* Messaging - RabbitMQ
* Previous job experience working as part of a team.

Areas that I would like to improve on in this project

* Details of coordinating branch merges
* Better understanding of code review techniques.
* Practice applying the correct code style.

[See roles](#_heading=h.4d34og8)

**Jayden Hawkes**

Skills

* Linux server and desktop experience
* Container deployment and management (Podman, Docker, Kubernetes)
* Low level language experience (C, C++, Rust)
* Mid level language experience ( C#, Haskell, Lisp, Java)
* High level language experience (Python, Javascript, Bash, SQL)
* Graphics programming (WebGL and OpenGL)
* Various project management and planning tools (Trello, draw.io, Wekan, Google drive)
* Basic networking knowledge
* Basic git knowledge
* Data structures
* Programming patterns
* Sql database management (Postgresql and MariaDB)
* Can exit vim

Areas for Improvement from this Project

* Git
* Understanding of networking, Nat and, Subnets
* External Documentation

[See roles](#_heading=h.4d34og8)

Cezanne Alamgir

Skills

* Java programming
* Python Scripting
* Version Control management
* Professional programming practices

Areas for Improvement

* Programming patterns
* Data structures
* Group communication

# Role Identification

Alex Hathaway

* Developer
* Author
* Reviewer
* Mediator
* Facilitator
* General knowledge and support

Jayden Hawkes

* Backend developer
* Graphics programming
* Code reviewer
* Debugger
* Meeting Coordinator
* REST API Design

Jayden Aislabie

* Resource person/Technical support
* Frontend Developer
* Git technical support
* Developer
* Author
* Reviewer
* Mediator
* Backup Secretary (meeting minutes)

Cezanne Alamgir

* Backend development
* Debugger
* Code reviewer

# Ground Rules

## Assignments

### Assigning responsibilities

* All team members working on the required documentation together
* Most code will be assigned on the go, Jayden Aislabie will be on front end primarily. Jayden Hawkes will be on back end primarily.

### Setting deadlines

* Confer as a group to decide and self set deadlines.
* Deadlines must be clearly defined and communicated.
* Deadlines should account for unforeseen issues by including a buffer.

### Meeting deadlines

* Deadlines need to be met. If extra time is needed for some aspect then a discussion needs to be had by the team and then forwarded on to the head of the department to see if there is any flexibility on the deadline.

### Quality of work

* A high quality of work should be maintained throughout the project, all work should be consistent and work style should be relatively consistent as well.

## Meetings

### Attendance Expectations

* Team members should attend most if not all meetings. If unable to attend for any reason, all other team members should be notified of the changed availability. This can be done via any of the forms of contact listed under the [contact section](#_heading=h.1y810tw).

### Schedules/times

* Thursday 2:00pm unless adjustment is necessary (Team meeting to discuss project status prior to meeting with Mostafa).
* Thursday 3:00pm unless adjustment is necessary (Team meeting with Mostafa).
* Maximum meeting length of 2 hours depending on content.

### Locations

* Held online via Discord meeting (Meetings without Mostafa)
* Held online via Zoom Meeting (Meetings with Mostafa).

### Coming Prepared

* Necessary computer tools ready for meeting as well as google docs team charter. (Computer, git tools, etc)
* Clear understanding of responsibilities

### Protocol

* Professional and informal in nature.
* Open and ready for meetings.
* Readiness to communicate problem areas to resolve as a group

### Agendas

* Outline list of topics to be discussed.
* Define meeting goals.

### Notifications

* Github events
* Team meetings
* Supervisor meetings

### Record keeping

* Meeting minutes (summary)
* Issues raised
* Action plan for resolving issues raised

## Attitude

* Readiness and open to interaction.
* Team members should be respectful and polite when communicating.
* Team members should be open to and genuinely consider the ideas of others.
* Be accountable for your work.
* Be flexible about job and task assignments.

## Team Contact Methodology

### Methods Of Contact

* Discord (Push based communication method)
  + Direct voice calling available for more urgent communication
* Email
* Zoom (Meeting management method)

### Contact Time Frame

* Contact turnaround should be 24-48 hours from time of message sent. With 48 hours being the absolute cutoff point before execution of the strike system unless reason is provided to do otherwise. Most communication should be followed up within 24 hours as to not hold up the project at any point.

### Manner In Which To Communicate

* All communication should be respectful in its nature, keeping on topic whilst also having at times informal elements (provided all members are comfortable with it being as such) to build the team relationship(s) and create a positive team working environment.

### Limits

* At the end of scheduled meeting time, reasonable overtime may be required
* Delay in communication during working hours to be expected

## Acceptable excuses

* Serious illness.
* Unexpected circumstances.
* Personal emergency.

## Remediation Procedures

### Strike System

1st Strike: Counselling

* Group discussion on remediation options to resolve the issue.

2nd Strike: Escalation

* Inform department head after the second occurrence.

3rd Strike: Execution

* After a second discussion with the department head, three strikes is grounds for dismissal.

## Group Decision Making

* Decisions should be made as a group and the majority rules implication should not be employed as a viable strategy for dealing for a difference of opinion as it can create resentment in the team environment leading to ill productivity. Decisions should be considered case by case to determine if a group verdict is required, if it would have a strong effect on some aspect of the project then it should be considered by all. If uncertain in any decision team members should not assume, instead they should consult the team.

# Conflict Resolution Mechanisms

## Sources of Conflict

* If team members have not clearly communicated how the work should be prioritised.
* Difference of opinion
* Individual team members not following agreed upon team practices.
* Failure to perform. Such as not meeting deadlines or submitting subpar work.

## Solutions Steps

* Bringing the whole team together can be used as a technique to help solve a disagreement between two members.
* Listening to the point of view of each member involved in the conflict.
* Require that a compromise is reached so that both parties feel they have been heard.
* Contacting the department head.

# Team Sign Off

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

Team Member: Jayden Hawkes

Team Member: Cezanne Alamgir

Team Member: Alex Hathaway

Team Member: Jayden Aislabie

Date: 21/03/2021