

# **TANF Opportunity Act Team Charter**

Prepared by the students of CCS 4620 – FALL 2022

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Under the direction of

Eric Brown (Professor)

## Team Name and Members

### **Research Team**

- Financial Assistance: Jacob
- WIOA: Dev/Aidan
- Family Assistance/SNAP: Apple/Jonathan/Alexander
- Master Application: Whole Team.

### **Roles:**

- Gitlab Manager: Dev Chauhan
- Business Analyst: Aidan Hurst
- Iteration Manager (Rotating): Johnathan Spradlin
- Quality Assurance: Alexandra Lee, Alexander Omran, and Zoey Bolduc
- Developers/ Testers: Whole Team

## **Values**

- o Academic Success: accept responsibility for your education and discipline yourself for success.
- o Organization: organize project in simple and tidy manner so everything is easy to find when needed.
- o Delegation: assign work and divide responsibilities to efficiently complete project.
- o Accountability: complete any tasks that have been designated to you.
- o Respect: treat all members of the team with respect and opinion on matters.
- o Honesty: be honest about everything because a team's progress depends on it.
- o Communication: keep everyone in the loop of tiniest details and keep everyone on same page.
- o Efficiency: work smarter not harder.
- o Open Mindedness: Respect Team Decision.

## **Communication**

- o Stand-Ups: 5-10 min per meeting
- o Teams: Entire Team communication
- o Gitlab: story boarding, code review and project documentation

## **Decision Making**

- o Team Polls: when necessary
- o Deliberation

## **Conflict Resolution**

- o Majority Rules
- o Three Strike Rule:
  - o Missing meeting without an excuse
  - o Team intervention
  - o Reach out to Eric Brown
- o Ask for help
- o Missing a Deadline: speak up beforehand
- o Missing a meeting (with an excuse)

## **Team Meetings**

- o Every Friday during class time.
- o Informal virtual meetings on Discord
- o Formal virtual meetings on Teams
- o General Discussion/ Planning
- o Daily Scrum Stand-Up (Individual)

## **Project Resource Management**

- o iLearn
- o Gitlab
- o Trello
- o Teams

## **Team Building**

- o Monthly Meet-Up

## **Process Improvement**

- o Retrospectives: used to improve organization after each iteration
- o Code Review: improve code quality by carefully examining code
- o Collaboration: with other project groups to find other ideas of method perspectives
- o Consultation: improve process by seeking help from experienced team members on project

## **Social Contact**

- o Golden Rule: treat others the way you want to be treated
- o Communication: Stay up to date
- o Helping Hand
- o Honesty about the work you can get done
- o Voting on conflicts