

MEMORANDUM

To: Walker White, Traci Nathans-Kelly

From: Team wat

Subject: Team Charter for Team wat(Group 1)

Date: March 5, 2015

Our group, *Team wat*, has come up with the following charter. All team members have read and approve of this charter. The team has also discussed our individual expectations for a grade in this course.

Team Roles

Kylar Henderson (Project Leader).

Kylar has experience working with groups both within and outside of other courses. She is a CS major and has completed all of the core CS classes, including CS 3110. Therefore she will also heavily focus on helping with programming in addition to her role as project leader.

Kylar's duties include the following:

- Assigning internal deadlines for the group members.
- Assigning the lead person for each course document.
- Gathering the write-ups from each team member into the two week report.
- Resolving any disputes between the programmers and the designers.
- Completing any programming tasks assigned by Gagik.

Kylar's preferred email is `kdh59@cornell.edu`

Gagik Hakobyan (Co-Software Lead).

Gagik has taken numerous CS and CS-related courses including CS 4620 and AEP 4380. Hes currently taking Physically Based Animation and Interactive Computer Graphics. Gagik's duties include the following:

- Assign programming roles to the other programmers (including project lead and audio).
- Resolve disputes between designers and programmers.
- Co-lead creation of architecture spec with Charlie.

Gagik's preferred email is `hakgagik@gmail.com`

Charles (Charlie) Tark (Co-Software Lead).

Charlie is a CS major who has taken all of the core CS courses (including CS3110). He has practical experience with web design, UI design, and graphics creation, and is comfortable with the Adobe

creative suite, PaintTool SAI, and other design/illustration tools. He has some experience with music production software such as FL Studio, Reason, and Sony ACID.

Charlie's duties include the following:

- Co-lead creation of architecture spec with Gagik.
- Coordinating specific programming tasks among programmers as necessary.
- Assisting Julia in the creation of character design assets and other art assets (including concept art and promotional assets) as needed.

Charlie's preferred email is `cyt25@cornell.edu`

Julia Cole (Design Lead).

Julia is a fine arts major and has taken immersive art studio classes for four years. She has had three semesters of graphic design, has taken INFO 1300 and ART 2701, and has skills in the Adobe suite and several other 2D and 3D studio classes. Julia's duties include the following:

- Creating the background art and character design assets for the game.
- Communicating with Gagik and Andrew about how to implement the character animations and other programming/UX needs.
- Resolving any disputes with the other teammates about the visual theme or design.

Julia's preferred email is `jlc487@cornell.edu`

Austin Liu (Sound Engineer).

Austin is an engineering physics major but has taken a fair number of CS classes, including CS 3110. He is a classical musician in his spare time and has prepared music in Lilypond, a music typesetting program, before.

Austin's duties include the following:

- Creating the music and sound effects via Lilypond. MIDI files and scores can be generated from Lilypond input files.
- Coordinating with Julia to ensure that the music and the art complement each other
- Helping Gagik and Charlie with the game programming.

Austin's preferred email is `ayl42@cornell.edu`

Andrew Halpern (UX Designer).

Andrew Halpern is an Information Science major and has worked in various design groups in INFO 3450 (HCI), INFO 2300 (Web Design), and has experience working with user interfaces.

Andrew's duties include the following:

- Designing the games menu and other user interface features
- Coordinating with Julia to create the games level design
- Conduct gameplay tests and share the results with the rest of the team
- Take minutes during the teams meetings

Andrew's preferred email is `amh272@cornell.edu`.

Team Coordination

Meeting Time

Thursdays @ 6:30 p.m. in CSUG (Upson 361)

Minutes

Andrew will be in charge of taking minutes at each meeting.

Communication

Group members should check email at least twice a day. In general, members should respond to emails within 24 hours, unless the email is marked as "[URGENT]". In this case members should respond ASAP. If members know they will not be able to be reached by email for longer than 6 hours, they should let everyone in the group know. We will also use Facebook to contact each other for short messages.

File Sharing

When Git is set up, all code will be placed on Git. Image and sound assets will be placed on Google Drive until they are explicitly referred to in the code. Documents will be placed on Google Drive, with TeX source files on Git.

Conflict Resolution

Creative Conflicts

If any conflicts arise, they should be brought up at the weekly meeting or in lab, whichever comes first. They will be discussed between the group members and if we cannot reach a conclusion, there will be a vote. If the vote results in a tie, Kylar will make the deciding vote.

Missed Deadlines

A missed internal deadline will only be excused if the team member contacts Kylar 72 hours before said deadline. Anyone who misses an internal deadline has a choice between buying a large cheese pizza for the next meeting or losing points (to be determined because we don't know the grading scheme). If a team member's delay causes a slip to an assignment deadline, this will

be included in the two-week report of that milestone, with recommendation that it affects the students individual grade at the end of the semester.