CAL STATE FULLERTON

Team Charter

(Fill in the Team Charter now, follow it always, and submit this with your HW reports and Team Evaluation)

Course Title	CPSC 544-01 (17636) Advanced Software Process	*All team members participated in creating this charter and agree with its content.* ***Date*** *09/01/2025*
Instructor	Dr. Chang-Hyun Jo	
Course Dates	Fall 2025	

Team Members (Contact Information)

Name	Address (city, state, country)	Phone	Email
Joshua Kuschner	Irvine, CA	661-678-3563	jkuschner@csu.fullerton.edu
Amber	Fullerton, CA	657-217-9775	zuolinxin@csu.fullerton.edu
Wesley Friday	La Palma, CA	714-234-5860	imansjin@csu.fullerton.edu

Team Member Skill Inventory (Areas individual members can contribute)

Joshua Kuschner	• Project Management, Git, Agile • Full stack development, Docker, Database management(SQL and noSQL) • Java, C/C++, Python, HTML/CSS
Wesley Friday	▪ Python/C++ Development (SDLC) ▪ MS Office 365 ▪ Integration/Regression and Automation Testing ▪ Database (SQL)
Amber	▪ Python/C++/Golang Development ▪ Linux ▪ MS Word, Excel, PowerPoint, Access

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Team Goals (Project goals, team process goals, quality goals, etc.)

- Learn about software processes and software design and architecture.
- Develop a strong, cohesive team and collectively produce the required assignments in a timely fashion.
- Acquire practical software engineering (people, process, tools, and methods) knowledge from teammates.
- Maintain great relationships between teammates.
- Produce and deliver a good final paper to the professor.
- Develop skills to facilitate future career goals.

Team Roles (Define roles of each member to achieve goals)

Amber **Scrum Master** Team Lead, Facilitator,	▪ Document any tasks that need to be done with the date the team would like the task to be completed and who is responsible for each task. ▪ Document any ideas and key points. ▪ Assist in leading with the agenda before collaboration sessions. ▪ Make sure collaboration sessions cover all topics outlined in the agenda w/o going over the allotted time. ▪ Make sure each teammate has a chance to provide input during the session without one dominating or one not providing any input. ▪ Remind the team of their progress and ask for input.
Wesley **Product Owner** Recorder, Timekeeper	▪ Responsible for delegating a team member to submit an assignment by the due date. ▪ Make sure all teammates are equally participating in discussions and projects. ▪ Provide an agenda to the team with enough time for teammates to review and provide input before every collaboration session. ▪ Communicating with the professor/class regarding the team's progress. ▪ Clears organizational barriers that may impact the team. ▪ Focusing team members on the purpose and task of the project. ▪ Ensure team members know the purpose of the team and the overall goal. ▪ Inform teammates of any changes to the current scheduled collaboration session if collaboration sessions need to be postponed or held earlier for a particular reason. ▪ Make sure the team is on schedule with tasks. ▪
Josh **Head Developer** Software Architect, System Architect	▪ Keeping a current birds-eye view of the project from a technical standpoint. This includes know-how of how one process flows into another process. ▪ Learn basic knowledge for HWs and distribute know-how to members. ▪ Find the exact requirements of homework assignments and check all engineers understand and follow the requirements (and Q&As posted).

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Ground Rules (Meeting schedule/locations, attendance expectations, agenda, assignment completion, communication methods, etc.)

- All team members must be punctual and prepared for each team meeting.
- Participation and input are expected from all team members. All opinions will be considered and equally valued.
- The team will meet once each week after Thursday's class lecture to discuss current and upcoming projects or assignments.
- Team members will notify the lead in advance if they are not going to be able to attend a scheduled meeting.
- Team members should check Discord at least once a day to stay on top of things.
- Team members should reply to Discord within 24 hours.
- All team members will be held accountable for their portions of the projects and are expected to complete them in a timely manner and do the best job they can.
- Notify the team of emergencies that may result in not being able to meet deadlines or meetings. The rest of the team will do their best to pitch in on the team assignment.
- Each Sprint, the team will switch Scrum Leader and Product Owner as well as Developer sub-roles.
- The team must maintain open, clear, and effective communication at all times.
- Assist fellow team members when they are in need.
- Maintain a positive, honest, and open atmosphere by respecting other members' suggestions using constructive criticism and encouragement.
- No plagiarism. Every member must be responsible for avoiding and preventing plagiarism. (how to?)

Time Commitments/Availability (Pacific Time)

Joshua Kuschner	Monday: 10 AM - 3 PM, 7 PM - 9 PM Tuesday: 10 AM - 11 AM Wednesday 10 AM - 3 PM, 7 PM - 9 PM Thursday: 10 AM - 11 AM, 4 PM - 9 PM Friday: 10 AM - 11 AM, 5 PM - 9 PM Sat + Sun: Open
Wesley Friday	Tuesday: 3PM - 8PM Wednesday: 12PM - 6PM Thursday: 3PM - 8 PM Friday: 2PM - 6PM
Amber	Monday: 10 AM - 3 PM, 7 PM - 9 PM Tuesday: 10 AM - 11 AM Wednesday 10 AM - 3 PM, 7 PM - 9 PM Thursday: 10 AM - 11 AM Friday: 10 AM - 3 PM, 7 PM - 9 PM

Conflict Management (What are potential conflicts that might arise among or between team members during this course? How will team members deal with these and other conflicts?)

- In order to avoid conflict, clear roles and responsibilities must be assigned so there is no confusion.
- If a team member is not performing, the team lead will speak to the member and try to resolve the issue.
- If conflicts arise, final decisions will be made according to each person's role in the Sprint. PO will make design decisions, SM will make implementation decisions, etc.
- All team members must settle conflicts within the group as quickly as possible.

Risk Management (What are potential barriers to the achievement of these goals?)

- (Example: Considerations)
- List risks that are chances or possibilities of suffering loss or danger in the project.
- Identify risks.
- Evaluate risks (possibility, consequence, occurrence, urgency, manageability, dependencies, etc.)
- How to avoid/prevent risks?
- How to manage risks? How to minimize risks? How to monitor risks?
- Risk mitigation plan to proactively reduce risks before they become problems. (to reduce the risks)
- Contingency plan for critical risks to describe actions the project (and team) may take to deal with the problems that occurred. (to respond to
-

Team Evaluation Criteria (List evaluation criteria that will be used to evaluate team members objectively.)

- (Example: Considerations)
- Evaluate objectively by objective evidence as defined here (e.g., team meeting log, documents, email record, etc.), not by subjective opinions.
- When/how/what will be evaluated?