**Project Team Charter**

**Rose-Flower Delivery App**

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| Primary Instructor | Anjana Shah |
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| Team Member | Pornpajee Sunkkadithee |
| Team Member | Parisa Mohammadkarimi |
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Document Revision History

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**TEAM CHARTER**

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

1. **Purpose**

The purpose of forming this team is to develop the mobile application “Rose - Flower Delivery App”, which aims to provide a digital platform for flower delivery in Canada. Anticipated deliverables include an app that offers robust functionality for order and delivery management for both customers and local stores.

2. **Background**

The team will support the development of the 'Rose - Flower Delivery App', which aims to capitalise on the growing demand for flower and botanical delivery services. The team is positioned within an organisational structure that includes developers, local industry partners and florists. Users include end customers, local florists and delivery companies

3**. Scope**

The team's mission is to create an Android application that facilitates the purchase, tracking and delivery of flowers and plants. Objectives include the development of separate interfaces for customers, stores and delivery people. Key goals include launching the app by the March 28, 2025 deadline and implementing a secure, real-time payment processing and inventory management system.

4. **Team composition**

The team consists of members with extensive knowledge in full stack development and mobile application development. Core members include developers with front-end and back-end experience who are responsible for the complete development of the application. There is no external marketing or technical support team, as the team has the necessary skills to cover these technical aspects internally. Each member takes an active role throughout the project to ensure that the expected results are delivered.

5. **Team empowerment**

The team has full authority to make decisions related to the development and functionality of the application, including the selection of technologies and tools needed to meet the project objectives. Key decisions affecting the scope or direction of the project, however, will require the review and approval of our faculty member, who acts as the team's primary advisor.

The team is empowered to make quick adjustments to the implementation of new tools or technologies without additional approvals, as long as they remain aligned with the overall project objectives. This autonomy allows the team to work in an agile manner, responding to technical challenges as they arise during development.

6. **Team operations**

The team will make decisions by consensus during weekly group meetings. Technical and design decisions will be discussed as a group, and agreements will be final the progress of the project on every week meeting. In case of changes in team composition, this will be communicated to the trainer and managed internally. No strict rules have been established for absences, but members are expected to communicate any issues affecting their availability well in advance to avoid delays in the project.

The communication tools we will use will be Zoom for weekly meetings and GitHub for version control and code collaboration. In addition, a simple group communication tool, such as WhatsApp or Google Chat, will be used for daily coordination and task planning.

7. **Team Performance Assessment**

The success of the team will be evaluated on the basis of the following criteria:

* Compliance with established deadlines.
* Quality of the application and its functionality.
* Satisfaction of stakeholders (customers, florists, and deliverers).
* Adoption of the application by end users.

Progress will be measured through weekly progress reviews on GitHub, and comparison with the objectives established in the ‘Project Vision Document’.

8. **Signature Page**

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| **Team member Name** | **Signature** | **Date** |
| Mehmet Ali Kaba |  | 4/10/2024 |
| Pornpajee Sunkkadithee |  | 4/10/2024 |
| Parisa Mohammadkarimi |  | 4/10/2024 |
| Miguel Angel Gutierrez |  | 4/10/2024 |

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