

Team Charter

Purpose

We have formed as a team (XCampus) to complete our capstone project, the Cross Campus Collaborative Learning Environment (CCCLE). Our objectives as part of this course are to incorporate our skills acquired as programmer-analysts and culminate them into this project. Our commitment as a team is to recognize our own individual weaknesses and compensate for them with individual strengths, common strengths, and technology.

Background

To give the project some context, the CCCLE is a multiplatform environment for students to trade notes and advertise education related content within their own learning institution. Users will also be able to comment on and rate available content to improve the overall ease of use of the site. Users include two main subgroups: unregistered and registered. Unregistered users have limited access to viewing content as well as a restriction on posting/uploading any sort of content. Registered are recognized via their institutional email; this will allow for them to be recognized uniquely, and enabling simple user control. Registered users can upload content and post freely, and are “boxed in” with users of the same institution. The CCCLE will be funded through external advertising services, using Google Adsense.

Scope

The CCCLE, developed by XCampus, is intended to be developed primarily for web platforms, but is later intended to roll out on the Android mobile platform. Within the scope of our platform, content must be easily organized and sorted: this includes both notes and tutoring/textbook listings. A user experience rating system for registered users will also be among the features that fall within the scope of our project. Lastly, a strictly monitored collaboration space (i.e. forum / comment section) for the sole use of content and learning related discussion has been agreed upon as a feature that would add value to the project.

Team Composition

Our core consists of Karim Boucher, Kazuma Sato, Pavle Boraniev and, Mark Gallant. Together we represent our group, XCampus. Credit also goes to Jon Orsi for his early contribution to project brainstorming before moving on to better and brighter prospects. All members are involved with all stages of work, and nothing is completed without becoming available to all group members to assess and edit, as each version is

updated. This applies to all aspects of our development cycle including the analysis, design and implementation processes.

Team Empowerment

The XCampus team is very much based in the idea of a flat, non-hierarchical management team. Using open sharing tools such as GitHub, Google Docs and Slack while hosting weekly meetings to assess our ongoing status on projects, it is easy to track not only the accomplishments of each member, but also to collaborate and assess them as well. Ultimately, what solely holds us back while using a flat management schema is our willingness to push the tools and technology given to us.

Team Operations

Because harmonious collaboration sits at the heart of any successful team, we have modeled ours to emulate the principles one might find in a team that exhibits a highly effective work structure.

As there are roughly two overhanging areas in which conflict is likely to arise, brainstorming and decision making, our team has set out a series of guidelines to serve as tools to govern the process of negotiating this territory.

Firstly, in matters of brainstorming, we have set forth a number of statutes that member must bear in mind while participating in active discussion. They read as follows.

1. All team members have a responsibility to one-another and the success of the project.
2. All team members are required to be open and honest with one-another.
3. All team members must acknowledge and respect each other's viewpoints, despite differences.
4. All team members must honour confidentiality.
5. All team members must take responsibility for our own issues and problems.
6. All team members must make an effort to find common ground.
7. All team members must be patient.

Secondly in matters of decision making our team has discussed what measures must be taken to ensure that the overall direction of the project is subject to a well thought out and diplomatic process. In addressing this problem, we decided to implement a majority rule voting statute as we felt that requiring a unanimous vote might hinder the development process, especially for a team with a relative level of inexperience, such as ours.

Team Performance Assessment

Enforcing assessment amongst ourselves an important aspect of the XCampus team. Assessments are performed on a weekly basis during our meetings. Due to the nature of our open management schema, these assessments are incorporate a strong component of being able to meet our goals in a manner consistent with a common vision. Concerns we go over are those such as: individual capacity for teamwork, meeting established deadlines, how effectively we utilize our tools, intentions and vision while meeting goals. Depending on how these criteria are met, adjustments are discussed and goals are further set to correct inconsistencies across members.

Signatures

Karim Boucher x _____

Kazuma Sato x _____

Mark Gallant-Wheeler x _____

Pavle Boraniev x _____