**Project Team Charter**

**<Name of Project>**

**<Partner Organization (if any)>**

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| --- | --- |
| Industry Partner |  |
| Primary Instructor |  |
| Team Member | Justin Yeh |
| Team Member | Luilson Sousa |
| Team Member | Fab Pisco |
| Team Member | Kevin Lapointe |
| Team Member |  |

Document Revision History

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| --- | --- |
| Revision # | Date |
| V1 | 2024/10/07 |

**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 the team was to develop an application to simplify the way people convert currency and measurements to Canadian values. The anticipated outcome is to have a fully functional application using an API that is simple and easy to use.

2. **Background**

The Ultimate Currency and Unit of Measure Converter is a project about creating a simple application that will use an API to convert currency and measurements into Canadian values.

The team fits within the organizational structure by being the developers and testers of the application. Lastly, the stakeholders are the developers, users, customers, server admins and anyone that wants an efficient way to convert different regional currencies and measurements into Canadian values.

3**. Scope**

The Scope of the project is to create a browser-based application that converts foreign currency per unit of measure to Canadian currency per unit of measure where the user must enter the current/projected exchange rate. If time permits, an API will be created to automatically get the currency exchange rate from the Bank of Canada.

4. **Team composition**

(Identify the functional areas represented, the number of members from each, state who are core [essential] members versus support or advisory members and full or part time designation, and the anticipated time/resources commitments involved over the anticipated duration of the team.)

5. **Team empowerment**

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

6. **Team operations**

(Describe team operational plans. This includes, for example, such activities as the team's decision-making processes, how changes in membership occur should the need arise, plans to establish "ground" or operating rules, handling absence or non-performance, code repository, communication amongst team members, relationships with other organizational entities or teams, logistical support, etc.)

7. **Team Performance Assessment**

(Document key areas of performance needed for team success along with means of measuring progress.)

8. **Signature Page**

(Each team member signs, agreeing to the contents and being held mutually accountable for adherence.)

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Justin Yeh, Luilson Sousa, Fab Pisco, Kevin Lapointe