# Team Pharmacon - Charter

#### Draft by Ryan Smith

#### Edited by Beau Johnson & Leonard Meerwood

# Team Purpose

This team has come together for the purpose of developing an error-tracking application for pharmacies. Each member on the team is committed to and willing to work to make this project successful.

# Our Goals

Complete the project according to the project vision, allowing input from all team members. Aiming to reach the HD criteria, but all team members will be satisfied with a Distinction end goal.

We will strive to achieve the best possible outcome for all of the team members, in both working together towards the finished project, and in achieving the involved milestones on time.

# Team Member Expectations

Each team member to complete individual work items, on time and aiming to reach the HD marking criteria. It is expected of members to use the marking criteria when making decisions in planning, time allowance and in completing work. If a member must make a decision between time and quality of work it should be discussed with the group first.

We strive for us to not complete work in silence but always be communicating using the messaging platform and to be involved in the decisions being made by other group members.

# Team member skill inventory

Refer to team summary.

# Role Identification

The roles of leader and scribe will rotate between team members. All other roles will be shared among all team members, or assigned as work items where appropriate (i.e. the role will be temporary and produce a version able and verifiable output).

# Ground Rules

## Assignment of work items

Work item assignments are to be proposed by the acting team leader based on each team members inventory of skills and which work items they have indicated a preference for doing. Once each member reaches an agreement on the work item assignments, they will be finalised and are expected to be completed before each item’s respective due date.

## Meeting discussion

Meeting time should be used to assign the next group of work items. Completed work items should be uploaded to version control and linked to in the relevant iteration plan before the meeting.

## Future meeting scheduling

Oversight meetings with James are to be on Tuesday nights, exact time TBA. Weekly team meetings are set to be on Thursday, however this is flexible to be rescheduled if a team member advises ahead of time that they cannot attend.

## Team Member Rights

Each team member is given the allowance of one full day to respond to messages on the discord channel. However, if a team member knows they will be non contactable for a period of time they need to disclose this to the group.

## Team Processes

Ensure that clearly defined work items are put in place during team meetings. Each team member must then report honestly and fairly about current work items assigned to them.

# Remediation Procedures

## Offenses

These are more what I feel should be in our working requirements. There should be a few “offences” that would count as a strike against the team member.

* Not completing an action item on time without valid cause.
* Missing a meeting without a valid cause.
* Not performing task to a minimum standard

## Causes

* A valid cause could be:
  + Moderately sick
  + Family Reasons
  + Unavoidable reason (like car broke down, leaving you dealing with that for the rest of the day)
* Reason that are not valid are:
  + Too busy
  + Forgot
  + Hungover

# Conflict Resolution Mechanisms

If a team member believes that there is an imbalance in workloads they should voice their belief and reasoning informally in the team chat. The team will then be expected to formally address the issue in the next team meeting. If a resolution cannot be reached, the member who raised the issue can escalate it to the lecturer.

# Sign off

I have participated in the development of this charter and agree to it.

Team Member: Ryan Smith

Team Member: Beau Johnson

Team Member: Leonard Meerwood

Date: 10th March 2018