

Project Charter

Project Title:

ezamu.com - A High School Career & College Guidance Platform

Team Members:

- Ivy Lo
 - Austin Poon
 - Matthew Hernandez
 - Sai Lakshmi Lingam
 - Arshia Rajeshnarayanan
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Team Goals

Primary Objectives:

1. Students can get hands-on work experience, where they get the opportunity to learn from an experienced team.
2. Completing assigned tasks and projects given by the sponsor, conduct market research on similar products, analyze data, and compile reports to provide insights for business decisions.
3. Identifying soft skills and hard skills that the students currently possess and which ones to further develop.

Team-Specific Goals:

1. Collaborate with stakeholders and business partners to provide high-quality services regarding ezamu.com.
 2. Identify areas of improvement on ezamu.com and recommend changes that enhance overall usability and performance.
 3. Implement findings from usability testing and complete sponsor provided task checklist.
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Team Roles

Initial Roles:

- **Ivy Lo:**
 - Role: SCRUM Master / Leader

- o Responsibilities: Organize team meetings, oversee meeting agenda, primary point of contact between team and sponsor, and foster collaboration with the team members.
- **Austin Poon:**
 - o Role: Member of Dev Team / Note Keeper 2
 - o Responsibilities: Record topics being discussed during team meetings with the sponsor, track and note progress made between sprints. Collaborate with stakeholders to deliver the final product.
- **Matthew Hernandez:**
 - o Role: Member of Dev Team
 - o Responsibilities: Collaborate with stakeholders to deliver the final product.
- **Sai Lakshmi Lingam:**
 - o Role: Member of Dev Team / Note Keeper 1
 - o Responsibilities: Take detailed notes about sponsor and team meetings; be a part of the development team and work with stakeholders to deliver the final product.
- **Arshia Rajeshnarayanan:**
 - o Role: Development Team
 - o Responsibilities: Designing, building and testing software to meet organizational goals.

Rotating Scrum Master Role:

- **Sprint 1:** *Ivy Lo*
- **Sprint 2:** *Austin Poon*
- **Sprint 3:** *Sai Lakshmi Lingam*
- **Sprint 4:** *Arshia Rajeshnarayanan*
- **Sprint 5:** *Matthew Hernandez*

Team Norms

Communication Tools:

- *Discord - Team Meetings*
- *iMessages - Important Announcements*
- *Email - Communication w/ Sponsor*
- *Zoom - Team Meetings that Include Sponsor*

Frequency of Meetings:

- 1 sponsor meeting each week on Zoom for the first month, changed to 1 sponsor meeting every other week starting in October.
- 2 regular stand up meetings each week on Zoom.

Behavioral Norms:

- **Respect:** Mutually show respect to all team members and be in constant communication.
- **Punctuality:** Team members should be punctual for all meetings and deadlines.

Process Norms:

- **Note Keeping:** *Sai Lakshmi Lingam and Austin Poon will be keeping notes during meetings.*
 - **Task Tracking:** *Tasks will be tracked using Taiga.*
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Availability and Meeting Times

Team Member Availability:

- **Ivy Lo:**
 - M: 3:30PM - 11:59PM
 - T: 1:15PM - 11:59PM
 - W: 3:30PM - 5:00PM & 8:00PM - 11:59PM
 - TH: 12:00PM - 11:59PM
 - F: 10:00 AM - 6:00PM
 - SAT: 4:00PM - 11:59PM
 - SUN: 10:00AM - 6:00PM
- **Austin Poon:**
 - M: 7:00 PM - 11:59 PM
 - T: 1:45 PM - 4:00 PM & 7:00 PM - 11:59 PM
 - W: 1:00 PM - 11:59 PM
 - TH: 1:45 PM - 4:00 PM & 7:00 PM - 11:59 PM
 - F: 9:00 AM - 11:00 AM & 3:15 PM - 11:59 PM
 - SAT: 2:00 PM - 11:59 PM
 - SUN: 7:00 PM - 11:59 PM
- **Mathew Hernandez:**
 - M: 9:00 AM - 11:00 AM & 6:30 PM - 11:59 PM
 - T: Available All Day
 - W: 9:00 AM - 11:00 AM & 6:30 PM - 11:59 PM
 - TH: Available All Day
 - F: 9:00 AM - 11:00 AM & 2:00 PM - 3:00 PM & 6:30 PM - 11:59 PM
 - SAT: Available All Day
 - SUN: Available All Day
- **Sai Lakshmi Lingam:**
 - M: 3:00 PM to 10:00 PM
 - T: 1:30 PM to 3:00 PM & 7:00 PM to 10:00 PM
 - W: 4:00 PM to 10:00 PM
 - TH: 1:30 PM to 3:00 PM & 7:00 PM to 10:00 PM
 - F: 9:00 AM to 3:00 PM
 - SAT: 9:00 AM to 5:00 PM
 - SUN: 9:00 AM to 5:00 PM

- **Arshia Rajeshnarayanan:**

- M: 2:00 PM - 6:30 PM & 9:30 PM - 11:59 PM
- T: 8:00 AM - 6:00 PM & 9:30 PM - 11:59 PM
- W: 1:30 PM - 2:30 PM & 4:00 PM - 6:30 PM
- TH: 8:00 AM - 7:00 PM & 10:00 PM - 11:59 PM
- F: 8:00 AM - 7:00 PM
- SAT: 10:30 AM - 2:00PM
- SUN: 12:00 PM - 8:00 PM

Scheduled Regular Meeting Times:

- *Mondays in September: Stakeholder meetings from 6:00 PM to 7:00 PM.*
- *Starting in October: Every other Monday will have a meeting from 6:00 PM to 7:00 PM*
- *Small meetings occur from 1:30 PM to 2:00 PM on Thursdays, based on necessity.*