**Project Team Charter**

**Language Learning Mobile Application**

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| Primary Instructor | Anjana Shah |
| Team Member | Jillian Trafford |
| Team Member | Hans Calara |
| Team Member | Charles Mamaril |
| Team Member | Dalha Tenzin |
| Team Member | Nicole Tosello |

Document Revision History

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| --- | --- |
| Revision # | Date |
|  | October 2nd, 2021 |

**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 creating this team is to build a mobile application for our Capstone project. Each member of the team has some specific skill sets which helps us to implement the plans in a more efficient way. We are going to create a mobile application that is suited for all ages, making a difficult task feel exciting and easy.

All team members are actively collaborating to help to build a strong project.

2. **Background**

Our team is creating a language learning mobile application, it will help users learn some of the most used languages around the world. Our team members are experienced in making this type of application and we all have special sets of skills that will help enhance our project. With the help of our mobile application, our users will be able to engage in basic conversations and be able to understand a second or even third different language. With the amount of diversity we see expand each year in Canada, knowing another language can be very helpful in everyday experiences. This application will help many people to learn a new language, whether it be for communicating with friends and family or to help find a career, our app will offer the help needed.

3**. Scope**

For our project, we plan on having a user-friendly application that allows the user to choose between 2-3 different languages to learn through things such as flashcards, games, and quizzes. The team must have a strong base for our application, we need to use all our skills together and work our way up. We will start with the basics and add in different components to appeal to anyone looking for an app that suits them well. We will also take feedback, choosing what to add, and what to remove from the app to create the best possible experience for our users. Our team must split the work equally as well as suited towards each individuals’ strengths.

4. **Team composition**

In our application, Hans Calara is our team leader, he will be managing our team throughout this project. To split up the work for programming our project, we will have to first plan out each section when time comes closer. As a team we will collaborate and see where each of our skills will best be shown in the project. We will need to split the work for front-end development, back-end development, error handling, testing, structuring, compiling data and more. As a team we work well with each other, a lot of the sections will be done in pairs and testing will be done by all of us as everyone will be crucial in reviewing their part they’ve completed.

5. **Team empowerment**

All team members possess great skills in the work we have all been given the past two years as we have been studying together. Although we have been online for the past year and a bit, this team has come together, and we are all very good with communicating to each other about work and any concerns we may have. To create our project to the fullest we must continue the work we are doing and learn more in areas where we are weaker. We look forward to working as a team and creating this project, as well as continuing to update our application even when the semesters are complete.

6. **Team operations**

As a team, our main source of communication will be through Discord. There we can share our work, talk amongst ourselves and share our processes. We will also be using GitHub to compile our project work; Jillian Trafford will be responsible for handling the remote repository. All team members are to complete their tasks on time, but in the case of an emergency, the work will be distributed accordingly amongst one another. Charles Mamaril will oversee grouping the work together and submitting it before the deadline.

7. **Team Performance Assessment**

At the end of each meeting, we will create a document stating the work that needs to be done/revised. We will review the work and see if our goals were met and if we are where we need to be in order the complete the work prior to the deadline. We will also make sure all the information needed to complete the work is present. Another step that will take place after meetings is assessing how productive we are being. We need to make sure each group member is on top of the work assigned to them. Inclusivity is an important subject, we will make sure each member feels their voice is heard, and that everyone is always open to hear the opinion of another if there is an issue or just a point that needs to be brought up. We will make the necessary adjustments based upon our reviews and set improvement goals to move forward in our project.

8. **Signature Page**

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| **Name** | **Signature** | **Date** |
| Jillian Trafford | JT | 10/03/21 |
| Hans Calara | HC | 10/03/21 |
| Charles Mamaril | CM | 10/03/21 |
| Dalha Tenzin | DT | 10/03/21 |
| Nicole Tosello | NT | 10/03/21 |

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