**Web Database Project**

Project Charter

Prepared For: Kim Young – Nylene Canada Inc

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# Team Composition and Roles

*Identify team members, leadership and roles. Include a picture (1 inch by 1 inch) of each team member.*

* Core:
  + Project Group Email Address
  + Project Group Members (listed alphabetically by surname)
    - Name (Include both formal and informal name – to be used in communications)
    - Email Address
    - GitHub Username
  + Client
    - Name
    - Title (optional)
    - Organization
    - Email Address
* Support/Advisory
  + Project Advisor
    - Name
    - Email Address

# Purpose

*Describe the purpose of the charter. 2-3 sentences.*

# Tools and Resources

*List tools and resources the team expects to use (example: software tools, communication tools, meeting room reservations, BYOD, …).*

# Timeline

Appendix A includes a Gantt chart, with an overview of sprint duration, documentation deliverables and coding deliverables. The Gantt chart provides a baseline and is subject to change through notification from the project professor.

# Team Operations (Ground rules and consequences)

*Identify the team’s commitment to:*

* *The number of hours of work expected of each team member per week (suggested 12 hours per week)*
* *The days, times and locations scheduled for regular team meetings (at least twice weekly, more in final stages of the project).*
* *Name the preferred decision-making strategy (majority rules, consensus …).*
* *Describe the strategy for allocating work to team members.*
* *Describe the group rules related to lateness, absenteeism and low participation.*
* *Describe one team building exercise used by the team.*

*Examples and resources:*

* [*https://laurelandassociates.com/wp-content/uploads/2011/07/TeamOperatingPrinciples.pdf*](https://laurelandassociates.com/wp-content/uploads/2011/07/TeamOperatingPrinciples.pdf)
* [*https://leading-resources.com/team-building/team-operating-principles/*](https://leading-resources.com/team-building/team-operating-principles/)
* [*https://www.forbes.com/sites/work-in-progress/2014/09/10/build-a-high-performing-team-in-30-minutes/*](https://www.forbes.com/sites/work-in-progress/2014/09/10/build-a-high-performing-team-in-30-minutes/)

# Commitment to the Charter

*Replace <Team Member’s name> with the team member’s name in the same order as in section Team Composition and Roles.* *Include the following statement:*

Team <<insert team name>> created this Charter and agree to adhere to and be accountable for following its spirit and content. Show agreement by signing below.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |
|  |  |  |
| <Team Member’s name> Signature |  | Date |