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South End Day Care

Team Charter

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| **Team Members** | **Email** | **Phone Number** |
| Aleysha Mullen - Team Leader | aleysha.mullen@dal.ca | 902-802-7315 |
| Angela Dini | an967853@dal.ca | 902-456-8089 |
| Negin Sauermann | negin@cs.dal.ca | 902-210-3089 |
| Rami Khashmelmous | rm808585@dal.ca | 902-446-9297 |
| Azeem Ali | az714865@dal.ca | 902-240-2687 |

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| **Project Name** |
| South End Day Care |

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| **Clients** | **Contact Information** |
| Stephan Warnat | stephan.warnat@dal.ca |

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| **Knowledge Inventory** | | |
| **Team Member** | **Role/Responsibility** | **Skills** |
| Aleysha Mullen | **Team Leader**  Primary communicator between team and the client.  Plan and run team meetings.  Ensure good team communication.  Mediate team conflicts. | Third year Informatics student with a major in Software Systems. Experience with HTML, CSS, PHP, JavaScript, SQL, and Drupal 7. Aleysha has successfully completed a semester as a team lead in Community Outreach working on a Drupal 7 project for the Gaelic Council of Nova Scotia. She has also recently completed a co-op work term with Eyeball Inc, where she took on the role of project manager for the team. |
| Rami Khashmelmous | **Team member**  Actively contribute to the design and development processes. | Third year Informatics student specializing in software systems. Fluent in HTML, CSS, PHP, JavaScript, Angularjs, Java, SQL. Practical experience with various content management systems such as Drupal, and WordPress. Combined experiences creates a strong background for microsite creation and management. |
| Negin Sauermann | **Team member**  Manage the front-end and graphics of the application.  Keep track of meeting notes and client questions. | Third year Informatics student minoring in Management. She has previously taken Graphic Design and Illustration courses at OCAD University that has also proven useful for her web development projects. Negin’s experience lies in web development, user design, and databases and she has taken several courses to foster these skills.  Specific skills that Negin has include: Java, HTML, CSS, PHP, MySQL, and the Adobe Suite. |
| Angela Dini | **Team member**  Actively contribute to the design and development process. | Fifth year Computer Science student. Experience in Java, C++, C#, SQL, and Microsoft Office products including Excel. Angela has experience with user interface design, human-computer interaction, and some database. She also completed software engineering and has some experience with Agile and SCRUM methodologies as well as pair programming and using Vaadin. |
| Azeem Ali | **Team Member**  Actively contribute to development. Azeem has good knowledge about Designing and user interface. | Third year Computer Science student, Azeem has very strong concepts in Object oriented languages. He has strong background  programming languages C, C++, JAVA, Assembly Language, and SQL. He has also worked as front end development with HTML and CSS.In the past, Azeem has worked with Designing tools which includes Adobe Photoshop and Adobe Illustrature. He also has a very strong hold on MS office tools. |

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| **Meeting Times and Locations** |
| The South End Day Care Group will meet during class time on Tuesdays and Thursdays from 11:35 am to 12:55 pm, as well as every Wednesday at 1:30 pm in the Goldberg Computer Science Atrium. |

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| **Team Communication** |
| Outside of the meetings, the team will be communicating through Slack, which is an instant messaging tool that allows team collaboration.  The team will be keeping project documents on Google Drive, another online tool that allows team collaboration and file storage. The team will be doing version control on Git, an online tool that allows storage of large coding projects. The team will be tracking our progress on Asana, an online tool that allows us to track how many tasks each member has completed and set due dates.  Aleysha, team leader, will communicate with the client, Stephan Warnat, by email bi-weekly or more often depending on what questions the team has. |

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| **Team Goals** |
| All team members have a set goal to achieve all the client’s needs. The team also aims to complete all elements defined in the project scope, once approved by the client.  **Team leader**   * Will set appropriate deadlines for tasks * Share client updates with the rest of the team * Distribute tasks to team members as required * Submit all deliverables on time * Plan and share meeting agendas prior to meeting * Ensure the overall flow of the project * Advocate for the team to ensure project success |
| **Team members**  * Complete tasks assigned to them by the set due date * Actively participate and contribute to the team * In the event of a conflict, ensure that the team leader is made aware of the issue |

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| **Team Expectations** |
| * Team members are expected to complete a minimum of 5 hours of work a week on the project (two hours between Tuesday and Thursday meetings, and three hours over the weekend). Each team meeting will begin with a “round table status”, where each team member will communicate to the group how they have contributed to the project in that time. * Every team member is expected to attend team meetings. If a team member must miss a meeting, they are expected to inform the group in advance of the meeting time via Slack. A team member is expected to miss no more than one meeting per week unless there are are extenuating circumstances (family emergency, etc). * Team members are expected to participate in bi-weekly retrospective meetings, where they will have the opportunity to suggest process changes, or raise concerns. * Team members agree to make decisions by a majority vote. In the case of a tie, the team leader will be the tie-breaker. * Team members are expected to respond to Slack messages within 24 hours. * Conflicts that arise between team members are expected to be addressed, and resolved directly between team members themselves.   Should a team member neglect to meet the expectations outlined above, the team agrees that Aleysha (as team leader) will intervene and attempt to mediate the conflict. In the case that the team leader is unable to resolve the conflict, the team agrees that the team leader will escalate the conflict and bring it to the attention of the professor, James Fleming. |

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| **Charter Changes** |
| In the event that a team member or leader would like to modify a section of the charter the following steps will be used as a guideline:   1. The proposed change will be discussed in person with all group members present and input will be gathered from everyone. Any questions to clarify the proposed change will occur during this period.    1. In the event that a team member is not regularly present and is delaying the proposed change, the vote will occur without them if the delay is longer than a week or three meeting times. 2. After which, a vote will be put forth. A majority vote of 3 votes must be made in order for the change to occur.    1. In the event of a tie such as 2 votes, the team leader will decide the final outcome of the vote that will most benefit the team and client. 3. The team charter will be reviewed after the midterm presentation to ensure that the group is meeting the client and team expectations during the proposed deadlines. As well, changes or adjustments may occur during this period in the event that a better alternative or solution is found for a particular client expectation. |

## Signatures

Signing this document indicates that team members agree upon the expectations and rules defined within this document.

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Aleysha Mullen

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Rami Khashmelmous

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Negin Sauermann

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Angela Dini

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Azeem Ali