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| **Team Name:** | Burrito Buddies |
| **Team Members:** | David Pittman; Tyler Purcell |
| **Date:** | 14 Jan 2017 |
| **Team Leader:** | Tyler Purcell |

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# Meeting Schedule

Meetings will be held Tuesday and Friday nights to allow completion of assignments. Assignments should be mostly complete by Saturday for any rough drafts and final adjustments completed by Sunday for submission. Meetings will be conducted with the Professor on Monday to provide a timeline of scheduled tasks for the week.

**Online Students**  
 Discord or Skype can be used for team communication outside of email when necessary.

Use the same IM chat program and be online whenever you are working.   
Each team member should establish his or her regular work hours in this document.

**Optional:** Development time should be allocated from 7-11p when available to meet weekly objectives.

* *What will be recorded for each team meeting and how will that information be shared? (Notes, meeting minutes, task lists, audio recordings, chat Logs, etc.)*
  + *Google Drive repository is available for team documents with minutes available for review.*
* *Is every team member expected to attend every meeting? What is required to be excused from a meeting? How many meetings are allowed to be missed? What about lateness?* 
  + *Every team member should be present on the Tuesday and Friday meetings. Considering the size of the team, there cannot be any missed meetings and lateness should be curtailed when feasible. The meetings should occur at 7pm to allow for review for previous meetings and any hurdles that need to be discussed.*
* *Do (any) team members have certain responsibilities during the team meetings—e.g., Team Leader assigns tasks; Team Member A takes notes; Team Member B leads code merge, etc.* 
  + *Tyler has appointed as the team lead/documentation manager so it is his responsibility to maintain/post the documents.*
* *What if an extra meeting proves necessary in a given week? Who can make that decision, how will the person communicate it (with how much notice), and is attendance required?* 
  + *Daily follow up for milestones can be posted either to the team discussion post or Discord. Tyler will determine if any extra meetings are required outside of the regularly scheduled times.*

# Team Ownership

**Team Leader***(required position)*—Choose the person on your team who is most reliable and organized, remembers deadlines, has the homework complete, and shows up on time. The team leader assigns tasks each week, maintains the schedule, authors the status reports, and submits most assignments.

Tyler Purcell has been selected to be the team lead and Documentation Manager.

**NOTE:** It is typical for the lead programmer or documentation manager to *also* serve as team lead. **Lead Programmer**—It is usually easy to tell who has the most programming experience, cleanest looking code, and overall best practices. The lead programmer should oversee all programming standards, assist with teammates’ code, and define development approaches.

David Pittman has been selected to be the Lead Programmer and Asset Manager.

**Documentation Manager**—Tracks all documentation and associated change management; typically responsible for revising and submitting written assignments. A strong technical writer should hold this position (someone who has good grammar).

**Asset Manager**—This individual is responsible for defining and acquiring (or creating) all art and animation assets as well as sound effects and music.

# Task Management

* *Team members are expected to fill out and turn in their own Activity Logs each week.*
* *Tasks must be functioning and delivered ontime to be considered complete.*
* *Each team member will be assigned a main task every week (in the first meeting of the week).*
* *Team members must complete at least 10 hours of work each week, recorded in Activity Logs.*
* *If a main task does not take 10 hours to complete, contact the team lead for a secondary task.*
* *If a team member encounters any challenges that prevent them from completing a task, then they must contact the group* ***48 hours before the assignment is due.***
* *It is greatly encouraged that members ask for assistance at any time they are unable solve a problem themselves (in their assigned tasks or any task being completed).*
* *All group documents and Activity Logs will be delivered to the team leader by Sunday night at 9:00p.m. of the due date to be submitted to the dropbox. In addition, the team leader will place the final version of the assignment into the team Doc Sharing area for download.*
* *Onsite: If a team member is planning to work on the project on campus, he or she should contact the other team members so they can work together if possible.*
* *Online: If a team member is planning to work on the project and will have IM available, he or she should contact the other team members so they can work together if possible.*

# Project Repository

* *How will documents and project files be shared?*
  + *Google Drive is available at https://drive.google.com/drive/folders/0B57xLkqejMpEZ3dlUDRaUVFYSkE?usp=sharing*
  + *GitHub available at https://github.com/pittmand/TopDownShooter*
* *How will documentation be shared and stored?*
  + *Documentation should be posted to the Google drive.*
* *When will documents be delivered to the team leader for submission to the dropbox?*
  + *Use Git (https://git-scm.com/download/win) for branch submissions to GitHub.*
* *How will version control be implemented?* 
  + *Yes, using GitHub at the above listed website.*

# Code Review Process

*At the beginning of every Monday meeting, we will review the code before final submissions to the master branch. As a team, we will make any necessary changes to code to make it work.*

*If any section of code takes more than 15 minutes to troubleshoot, it will be set aside to continue the code review. When the code is in working condition and has been approved by the team, it will be added to the master branch.*

# Decisions and Voting

*All game decisions will be based on areas of ownership. If there is no area of ownership assigned, or if any team member feels strongly about a decision, a vote will take place.*

* *Voting is done by a raise of hands.*
* *Majority is required to make a decision by vote.*
* *Team members can request an anonymous vote (by written ballot).*
* *If a vote is needed to address one member’s broken rule violations, that member cannot be present or included in the vote.*
* *The team will consult with professors or classmates to break a tie.*

# Communication Plan

As stated above, Discord can be used as the primary means of communication outside of class discussions  
  
Daily status reports should be noted in the team discussion group to meet DeVry communication requirements and team objectives. Discord communications should be returned as soon as possible to prevent delays in meeting project milestones.

*Below are the Team Guidelines for Effective Communication.*

* *Participate in group discussions.*
* *Ask questions and ask for clarification.*
* *Be open to constructive criticism.*
* *Listen, and keep an open mind. Give everyone a chance to speak.*
* *Encourage and respect team members sharing their opinions (be polite).*
* *State your opinion but be prepared to carry out the group decision.*
* *Address all conflict issues with the team leader or individual directly.*
* *If you’re struggling for any reason, have an open conversation about it.*

In the table below, list available working hours (or prior commitments).

\* = Preferred Method of Communication.

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| **Contact Information** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** |
| **Name David Pittman**  E-mail: pr0grammer@hotmail.com  Phone: 727-422-6839  \*IM: pr0grammer@hotmail.com (Skype)  pr0grammer:0023 (Discord) | 8-11p | 8-11p | Scouts on Wednesday nights (7-9) | 8-11p | 8-11p |
| **Name: Tyler Percell**  E-mail: nalov0@gmail.com  Phone:  \*IM: Noy0:5962 (Discord) | 7-10p | 7-10p | 7-10p | 7-10p | 7-10p |

*The schedule above outlines each team member’s available times.*

# Team Charter Violations

Team charter violations represent the recourse teams have to dismiss other team members. *Criteria for dismissal must be defined;* it is a fair way to ensure that all students get the same chance to succeed (or fail) on the team.

***Extenuating Circumstances*** *We realize that other circumstances (such as job, illness, or family emergency) may affect an individual’s success during this project. We also agree that if such an occurrence arises, the team member should notify the team leader and group immediately once a problem arises. The team will work out a solution to help.*

***Minor Violations***

*This type of violation is based on tolerable conductand is meant to safeguard team members with regard to honest mistakes, emergencies, sickness, personal schedules, bad luck, or events that are out of a person’s control. Minor violations will be documented in the weekly status report.*

* *A team member missing a meeting has to call or text a team member who will be at the meeting within 2 hours of the meeting. This doesn’t apply to emergencies (i.e., time-sensitive health issues, car breakdown, etc.) that have no time limit. Team member emergencies will be documented on the weekly status report for review if it becomes a normal occurrence.*
* *Team members who will miss a meeting should let the group know via text message and preferably no less than 2 hours in advance. Team members are expected to have their phones on them during the day of the team meeting.*
* *Being 30 minutes late to a meeting is considered minor. Any member late to a team meeting past 30 minutes needs to communicate with team members that he or she will be tardy.*
* *Team member did not get the assignment done but asked for specific assistance using text message or e-mail within 48 hours.*
* *Every team member should respond to text messages.*
* *Team members do not send the team leader an assignment to be turned into the drop box on Sunday at 9:00p.m.*

***Major Violations*** *This type of infraction is detrimental to the efficiency and productivity of the team. First and second violations will result in verbal warnings (documented in the weekly status report). Third violations will trigger an action plan facilitated by the instructor. Fourth violations will trigger a vote to dismiss the team member from the group.*

* *Expulsion from the group requires a unanimous vote. The member facing the possible expulsion has no vote but will be allowed to plead his or her case to the members before a vote is conducted.*
* *Any unforeseen issues can be voted on by the group and submitted as an action plan.*
* *Hostility towardor interactions with team members that are aggressive or violent in nature (no exceptions).*
* *Not responding to direct communications from other team members for more than 72 hours (Emergency issues will not be documented if a majority vote finds them legitimate).*
* *Missing a meeting without informing any member of the team (Emergency issues will not be documented as long as they are valid and legitimate in the eyes of at least two other team members).*
* *A team member fails to do an assignment without informing any other team member at all (Emergency issues will not be documented as long as they are valid and legitimate in the eyes of at least two other team members).*
* *Team leader fails to turn in the assignment into the drop box.*
* *A team member fails to complete a functioning version of the main assignment.*

***Action Plans***

*This is an individual contract for a team member who has incurred violations.For example, the group may assign a specific assignment (with deadlines) and establish other criteria that must be followed for that individual group member. About half the time, an action plan will get a group member back on track.*

*The group may decide on formulating an action plan if a team member has regular minor infractions (causing a drop in team productivity or morale), or for any other reason (based on voting majority).*

# Commitment Summary

Contents of the Team Charter are designed to support our Team Mission.

All team members agree to the rules and regulations in this document.

Everything agreed to in this document, if not upheld, may be listed as a Team Charter violation.

David Pittman Tyler Percell

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