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| **Team Name:** | Burrito Buddies Mark 2 Deluxe |
| **Team Members:** | David Highsmith  Celeste Miranda  David Pittman  Tyler Purcell |
| **Date:** | 11/2/2017 |
| **Team Leader:** | David Highsmith |

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# Meeting Schedule

Team Meetings will take place on Mondays and Thursdays for any given week.

The Monday meeting held at 6PM Central will be used to establish our workload for the week and to hand out assignments based on what the requirements for the week are. On the other hand, the Saturday meeting will be required to establish any problems that were had during the week and to help those who haven’t completed their assignments catch up for the turn in on Sunday.

The Thursday meeting will be held at 6 PM Central as well and will be used to establish any problem areas where people need help on and to help facilitate the finishing of assignments if needed.

Otherwise, we have a group on Skype we can use to a/synchronously chat with each other if needed.

# Team Ownership

**Team Leader***(required position)*—Choose the person on your team who is most reliable and organized, remembers deadlines, has his or her 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.

The Team Leader for our group is: David Highsmith.

**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.

Our lead Programmer will be Tyler Purcell.

**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 (good grammar).

The Documentation Manager will be Celeste Miranda.

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

The Asset Manager is David Pittman.

# Task Management

* Assignments will be divvied out to group members during the Monday meeting by the Team Lead.
* Assignments will be negotiated with the lead during the meeting in an attempt to play to group member’s strengths and wants.
* *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 him or her from completing a task, then he or she must contact the group* 48 hours before the assignment is due.
* *Itis 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

Documentation and project files will be shared via github. The group project has a repo there under pittmand/BurritoBandit.

Version control is handled by github and its pushes and commits.

# 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 decisions will be negotiated by talking with other group members about the situation. If we are unable to come to a clear consensus by speaking, a vote will be held by the members of the group.*

# Communication Plan

Communications will be handled via Skype and Discord. Group members will be able to use Skype or Discord for voice chat as they will, but text communications will be in the Skype group.

* *Participate in group discussions.*
* *Ask questions/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.*

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| **Contact Information** | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** |
| **David Highsmith**  E-mail: dragonsummoner41@hotmail.com  \*Phone: 3522561905  IM: servusdominus (skype) | 5-9 PM Central | 5-9 PM Central | 5-9 PM Central | 5-9 PM Central | Via Phone after 4 PM Central |
| **Celeste Miranda**  E-mail: celestemiranda179@gmail.com  \*Phone:(714)809-2537 (can text, no solisitors)  IM: miranda.seresuto (skype) | 11 am to 8 PM | 11 am to 8 PM | 11 am to 8 PM | 11 am to 8 PM | 11 am to 8 PM |
| **David Pittman**  E-mail: pr0grammer@hotmail.com  \*Phone: 727-422-6839(can text)  IM: pr0grammer (skype) | 7pm-11pm | 7pm-11pm | 7pm-11pm | 7pm-11pm | 7pm-11pm |
| **Tyler Purcell**  E-mail: nalov0@gmail.com  \*Phone: (480)748-8861 (can text) IM: Noy\_ (skype) | afternoons and evenings | afternoons and evenings | afternoons and evenings | afternoons and evenings | afternoons and evenings |

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

# Team Charter Violations

***Extenuating Circumstances*** *We realize that other circumstances (such as job, illness, 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 conduct,” and is meant to safeguard team member 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 breakdowns, 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.*
* *A violation for a team member who is 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 dropbox on Sunday at 9:00p.m.*

***Major Violations*** *These types of infractions are 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.*
* *Interactions with team members that are aggressive orviolent 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 to the dropbox*
* *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 Highsmith\_\_\_\_\_\_ \_\_\_Celeste Miranda\_\_\_\_\_\_\_

Print Name and Signature Print Name and Signature

\_David Pittman\_\_\_\_\_\_\_\_ \_\_\_\_Tyler Purcell\_\_\_\_\_\_\_\_\_\_

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