



ENTI 381 Introduction to Entrepreneurship
CPSC 405 Software Entrepreneurship
Fall 2018

Team Charter

Due Sept 14, 2018

Team CPSC Members:

- 1) Jackie Luc
- 2) Logan Pearce
- 3) Omar Qureshi

Team ENTI Members:

- 1) Michael Vereb
- 2) Ioana Rontu

Talent Triangle

In the table below, please provide role of each team member, and how they contribute to the talent triangle. You are encouraged to think through the project development and define as many detailed roles as possible.

Role (e.g., Finance, UX design)	Primary Duties	Team Member filling the role	Talent Triangle
CEO	<ul style="list-style-type: none"> -Oversee the operation -Responsible for making key decisions -Communicating on behalf of the company -Knowing and understanding the company and its strategic goals -Creating and implementing the company or organization's vision and mission 	Michael Vereb	Business Acumen
Project Manager	<ul style="list-style-type: none"> -Resource planning -Time management -Project budget and time management -Resolve risks and challenges without profit and/or schedule impact 	Ioana Rontu	Domain Knowledge
Developer	<ul style="list-style-type: none"> -Versed in Java and Python -Focused on UI/UX experience -Pinpointing use cases to keep app focused -Ensuring goals are clear and software solutions address them appropriately/clearly -Also willing to contribute towards backend development 	Omar Qureshi	Operational Experience
CTO	<ul style="list-style-type: none"> - Aligning strategic goals with our software implementation and technical documents - Architecting and implementing the software solutions (back-end, front-end) - UI / UX with prototype testing 	Jackie Luc	Operational Experience Business Acumen
CIO	<ul style="list-style-type: none"> - Oversee development of software implementation - Design and execute end-user test cases -Ensure and Maintain design integrity as per project standards -assist other members when required 	Logan Pearce	Operational Experience Domain Knowledge

Team Procedures

1. Day, time, and place for regular **team meetings**:

We will meet weekly 6pm on Wednesdays.

Michael Vereb's availability:

Monday - N/A

Tuesday - N/A

Wednesday - free from 8am-12pm + Free after 6pm

Thursday - free after 5pm

Friday - free from 8am-12pm

Saturday - free after 4pm

Sunday - free all day

Ioana Rontu's availability:

Monday - free 10am to 5pm

Tuesday - 10am to 11am, 12:30pm to 1:30 pm, 3:30pm to 4:45 pm

Wednesday - N/A (only after 5pm if necessary)

Thursday - 10am to 11am, 12:30 to 1:30 pm, 3:30 to 4:45 pm

Friday - N/A (only after 5pm if necessary)

Saturday - free

Sunday - free

Jackie Luc's availability:

Monday - after 5pm

Tuesday - before 11am, 12:15 - 2:00pm, after 3:15pm

Wednesday - after 5pm

Thursday - before 11am, 12:15 - 2:00pm, after 3:15pm

Friday - after 5pm

Saturday - free

Sunday - free

Logan Pearce's availability:

Monday - noon - 3pm, after 4pm

Tuesday - before 11am, after 6pm

Wednesday - 12pm - 3pm, after 4pm

Thursday - before 11am, after 6pm

Friday - after 4pm

Saturday - free

Sunday - free

Omar Qureshi's availability:

Monday - 1pm - 3pm

Tuesday - free after 1pm

Wednesday - 1pm - 3pm, after 6pm

Thursday - N/A

Friday - free after 1pm

Saturday - free after 2pm

Sunday - free after 2pm

Saturday's and Sundays are available for group meetings.

2. Preferred method of **communication** (e.g., e-mail, cell phone, phone, social media, D2L, face-to-face, in a certain class etc.) in order to inform each other of team meetings, announcement, updates, reminders, problems:

The preferred method of communication will be via Slack. Each member is responsible for checking this means of communication on a regular basis and to respond to inquiries/question/concerns within 24 hours.

Face-to-face interaction will be used in areas of the project where collaboration is needed and will be scheduled via Slack. Depending on our schedules, we can also meet immediately after class so that we all stay on the same page.

3. **Decision-making policy** (by consensus? by majority vote?):

The decision making strategy implemented in the group will be done by a majority vote.

If the topic at hand is of significant importance to the project timeline/direction, external input from TA and professor will be sought.

4. Method for setting and following meeting **agendas** (Who will set each agenda? When? How will team members be notified/reminded? Who will be responsible for the team following the agenda during a team meeting? What will be done to keep the team on track during a meeting?):

The meeting agenda will be created in collaboration with all members, where each member will add their points and time estimation to the online Google Document for the particular week's meeting. Items can be added to upcoming

agendas at any point, as long as the time limit is respected (time sensitive topics take priority over others). The team will meet face to face once per week and no reminders are needed, as all members know of this weekly face to face meeting. The project manager is responsible for the agenda being respected as well as the time consideration.

To keep meetings on track, each item on the agenda will have a time limit agreed upon by the group.

5. Method of **record keeping** (Who will be responsible for recording & disseminating minutes? How & when will the minutes be disseminated? Where will all agendas & minutes be kept?):

For meeting minutes, Michael will record all relevant information in a summarized format. Every group meeting will require a meeting minute summary unless group members do not find it valuable. The notes will always be recorded online for every group member to access and see. The shared Google Drive folder will hold all documents.

Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):
 - **Presentations** - the final product quality should be of a level equivalent or above professional industry standards. (i.e. professional guidelines of presentations). Members will use their experience as a baseline for this.
 - **Project Documentation** - all members are expected to participate in this and to construct a good product as assessed by fellow members
 - **Individual Research** - members are expected to complete their assigned tasks on time and at a level that meets or exceeds a reasonable individual's expectations
 - **User Test Cases** - logical test cases that team members will develop and carry out to ensure software integrity and functionality
 - **Reviews** - significant changes to the, mission, implementation, and decisions in regards to the product, business model, or business plan must be reviewed by the team
 - **Audits and inspections** - ensuring quality of work is very important - each member is responsible for checking the other members work and verifying its up to the group standard

- **Collaborative writing** - the group will all take part in writing although there may be leads for each writing task. Editing can also be done with the group to make any necessary changes that may be needed.
- **Procedures for eliminating the cause of problems** - acknowledging problems or preventing problems will be done through meeting with the group and listing the pros & cons of the action. If problems continue to persist, the team may seek assistance to resolve the issue from the professor or TA.

2. **Strategies** to fulfill these standards:

- Establish quality objectives at relevant functions and levels.
- Make sure they're measurable.
- Include objectives needed to meet product requirements.
- Communicate to all personnel the meaning of the objectives and how each person helps to achieve them.
- During management reviews, evaluate the need for changes to quality objectives.

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

Our roles outline our tasks at hand. The Project Manager will assign tasks as well as the CEO. The development team can also assign tasks to the business team. Team must take turns in order to ensure that all are participating. If a team member feels that a task is not being done, they can call a group meeting to resolve the issue.

2. Strategies for encouraging/including ideas from all team members (team maintenance):

To ensure ideas from all members are respectfully considered throughout the project, the team will assess the value ideas bring to the overall scope of the project by completing a pros and cons chart. This can be used in conjunction with voting strategies (majority rules).

Ideas are always encouraged and members are expected to give full consideration to ideas brought forward. Ideas need to be evaluated as mentioned above, also with respect to feasibility and project timeline.

3. Strategies for keeping on task (task maintenance):

- *Following tasks on the groups' to-do list*
- *Following the current tasks at hand as well as agenda items*
- *Deadlines to meet for each member*
- *Weekly meeting to assure we're on task*

4. Preferences for leadership (informal, formal, individual, shared):

Leadership will be informal/shared. Everyone will have responsibilities to complete their own work. If decisions cannot be made the CEO will understand the points-of-view and make a conscious decision based off of the facts.

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

*Team members are expected to attend all weekly team meetings and arrive in a timely manner to allow for the meeting to start on time.
All team members will have an item in the agenda and the opportunity to update the team on their progress/challenges/issues, hence all team members are expected to participate in meetings.*

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

All team members are expected to fulfill their tasks as per the agreed upon deadlines. If a task deadline cannot be met, all members of the group must be notified via Slack as to a reason and remediation plan proposed.

A project schedule will be developed and made available to all members.

3. Expected level of communication with other team members:

All team members are expected to check Slack daily and to respond to messages (group/individual) within 24 hours. In addition to attending the team meetings.

4. Expected level of commitment to team decisions and tasks.

Team members are expected to be committed to this project and to prove so by attending weekly meetings, responding to messages as per the guidelines outlined above and ensuring quality work is submitted.

As previously mentioned, decisions will be made through a majority voting system.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

- *If a team member does not keep in contact within 24-48 hours the team will attempt contacting the individual. If no response the professor will be notified.*
- *If a team member does not complete task asked of them a warning will be issued and a valid excuse will be prompted.*
- *Late assignments will not be tolerated; unless given permission from professor.*
- *Exceptional work is expected and must be up to par, sloppy work is not tolerated.*
- *If 2 of these guidelines are not met a grade deduction recommendation will be put forward to the professor for advisement.*

2. Describe what your team will do **if the infractions continue**:

Infractions will be discussed as a group and if the infraction causes harm to other members, a detailed representation of the offense will be recorded on peer-evaluations. If deemed very harmful, reporting the infraction to the professor will be possible.

Commercialization

1. Expected individual involvement in any commercialization activities after the course (if any).

This decision will be made at the end of the course based on progress, and a new agreement outlining the expectations will be created.

2. Expected individual intellectual property claims for ideas and artifacts created or improved during the course for use in commercialization activities after the course (if any).

This will be dependent on how much work each individual member has done (which will be captured in the weekly meeting minutes). We will assess this situation at the end of the course making it easier to see businesses ownership. If no resolution can be decided, we will require an independent 3rd party to act upon this.

For any legal concerns about your venture, please contact the BLG Business Venture Clinic <http://www.businessventureclinic.ca>.

To agree to the contract:

I agree to this contract outlining the terms and conditions of the group project.

I understand if I do not follow these rules, I will suffer the consequences made by other group members or the professors.

1) print: Michael Vereb

signature: *Michael Vereb*

date: 13-09-18

2) print: Ioana Rontu

signature: *Ioana Rontu*

date: 13-09-18

3) print: Omar Qureshi

signature: *Omar Qureshi*

date: 13-09-18

4) print: Jackie Luc

signature: *Jackie Luc*

date: 13-09-18

5) print Logan Pearce

signature: *Logan Pearce*

date: 14-09-18