

Team Charter - UXynergy



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Members and Their Strengths and Weaknesses

Name	Strength	Weakness
Mariana Kazakova	<ul style="list-style-type: none"> - Good at presenting - Good at coming up with designs - Good at planning and scheduling - Outspoken - Prior experience with Blender - Responsible - Patient 	<ul style="list-style-type: none"> - Opinionated - Late - Blunt
Sander de Haart	<ul style="list-style-type: none"> - Prior experience working in a real work environment as junior web developer - Good with GitHub, GitLab, CSS, SASS, LESS, BOOTSTRAP, HTML, JS, PHP, Figma - Basic with react, svelte, node.js, blender, photoshop, illustrator - Calm - Harsch sometimes, because I want to achieve my best. 	<ul style="list-style-type: none"> - Presenting - Perfectionism - Detail focused - Stress - Assertiveness
Briahna Tila	<ul style="list-style-type: none"> - Creative - Detail-oriented - Proficient in HTML, CSS, and Figma - Basic knowledge in Photoshop and Illustrator - Prior experience with Blender - Team Player 	<ul style="list-style-type: none"> - Tends to procrastinate - Perfectionist - Easily stressed out - Lack of public speaking confidence - Indecisive

Minh Man Hoang	<ul style="list-style-type: none"> - Good at photographic subjects - Detail-oriented - Prior work experience mainly regarding client-work - Prior video editing experience - Prior experience using adobe CC software 	<ul style="list-style-type: none"> - Tends to delay work - Tends to get heated - Stubborn - Late
Gessa Wibisono	<ul style="list-style-type: none"> - Relentless - Stress-Proof - Team player - Good at HTML, CSS, JavaScript - Prior experience with AI - Always try to give any ideas for the group work - Prior experience with semester 3 	<ul style="list-style-type: none"> - Always get distracted by phone - Not good enough at presenting - Late
Răzvan Dracopol	<ul style="list-style-type: none"> - Proficient in HTML, CSS, JS, webflow - Prior experience with Figma, SQL, C#, C++ - Basic understanding of adobe CC software, blender 	<ul style="list-style-type: none"> - Time management - Public speaking - Documentation
Justin Veenhuis	<ul style="list-style-type: none"> - Designing, Figma - HTML and CSS - Able to work in both a team and solo environment - Eager to learn - After the start of an assignment, I can work and stay focused and get things done. 	<ul style="list-style-type: none"> - JavaScript, React, Nextjs etc. - I don't have any other ICT & Media design experience next to this study. - Starting on a new big assignment can be delayed and slow.

Core Values

Shared values are the following:

a. Clear and open communication

Everyone should be able to:

- i. Speak and understand what the other is talking about (i.e., progress of your tasks)
- ii. Talk about problems or (un)predictable occurrences (suddenly sick, appointments) which could delay the progress of the project.

b. Focus on goals and results

- i. Goals and results are based on clearly defined tasks to reach the goals.

c. Consistency

- i. A project will be supported by a roadmap with clearly defined tasks and (main and side-) goals.

d. Redundancy

- i. Everyone is up to date about the progress of the work of other team members and has access to it for demonstration if one's unavailable.

Commitments

We're committed to creating a top-tier product; therefore, we have a set of internal rules we all need to abide by to accomplish this. These commitments consist of rules regarding meetings, showing up and working together in general:

- We speak every workday (Monday through Wednesday day at university and the rest of the week online if necessary) about the project.
- We can be a maximum of 30 minutes late to OIL time without letting the rest of the team know. Anything above 30 minutes late without communication will result in a strike.
- If we cannot show up for some reason we communicate it with our team. *If someone is not available at university for more than 2 days, you are required to contribute online.*
- If someone cannot do their work and it is communicated prior, someone else can take over their work and take credit for it. If **not** communicated prior, the person gets a strike.
- When someone is piggybacking or lacking to a significant amount to where it has a negative effect of the group's progress, we address this to them and if behavior is not changed, we can take further action by going to the teachers.
- If you oversleep more than once every two weeks, it will result in a strike.
- If you're going to be less than 30 minutes late, you still have to communicate. Will **not** result in a strike, but it will be frowned upon. Don't make it a habit!

Personal Goals and Commitments

Mariana - come to university on time, be less harsh under stress.

Sander - Getting better in a team environment with communication and working together. And also improve the version control in a team.

Briahna - I will start work immediately, focus on progress over perfection, and finish tasks on time. I will take breaks to manage stress, practice public speaking regularly, and make decisions quickly without overthinking.

Minh - I want to improve on my punctuality, but also my motivation throughout the semester.

Gessa - try to be more focused on work and avoid distractions, always looking for feedback, not to come late, guide the group with the experience I gained from the previous semester.

Razvan - learn three.js and ask for more feedback.

Justin - I am committed to: Starting on my work faster. I also want to improve my coding skills, which involve mastering HTML and CSS and improving at Wordpress, PHP etc.

Group Norms

For communication:

- WhatsApp
- Microsoft Teams

For file sharing:

- Microsoft Teams

For project management (checking the progress of the tasks):

- Trello

Every OIL time when we start working on the project, a stand-up meeting is held (10-15 min.) at the beginning of OIL time where everyone present can showcase their work. After everyone shares what they have done so far, we will leave a few minutes for any questions which anyone might have. If anyone has problems with certain tasks, someone else from the team will offer them help after the meeting is held.

Roles

Mariana Kazakova – Research, Designer (Scrum Master)

Sander de Haart – Developer, Designer

Briahna Tila – Research, Designer

Minh Man Hoang – Designer

Gessa Wibisono – Developer, Research

Răzvan Dracopol – Developer, Designer

Justin Veenhuis – (Design Focused) Developer, Designer

Leaders of Departments

Development: Sander de Haart

Design: Briahna Tila

Research and Documentation: Mariana Kazakova

Metrics of Success

Success will be based on finished tasks. This will be defined on the following criteria:

The goal has been completed:

- Deliver a tested product: Ensure the product is tested by users and is the latest version available.
- Complete tasks on time: Deliver all tasks assigned in Trello before the given deadline.
- Meet minimum requirements: Ensure the product fulfills all the minimum requirements of the assignment.
- Positive teacher feedback: Receive positive feedback from the teacher, confirming that all requirements are met.
- Continuous improvement: Regularly review and improve the product based on feedback from users, teammates, or the teacher before final delivery.
- Complete sprints successfully: Finish each Scrum sprint with all planned tasks completed and reviewed, ensuring progress toward the project goal.
- Conduct a final retrospective: After completing all sprints, hold a final retrospective to review the overall project, discuss what worked well, identify challenges, and gather lessons learned for future projects.
- Effective stakeholder engagement: Involve all relevant stakeholders throughout the project to gather feedback and ensure their needs are met, leading to a more successful final product.
- Maintain team collaboration: keep a collaborative environment where all team members contribute, communicate openly, and support each other.

Standards of Quality

- a. The task should be completed before the soft deadline, so any risen problems can be handled before the 'hard' one.
 - Soft deadline = chosen date by the team which the task should be done before the hard deadline
 - Hard deadline = actual date which the assignment / product must be completed or submitted.
- b. Our work should be functional and satisfy the minimum requirements.
- c. Our files should be named using lowercases without spaces.

Consequences

Strike System: A strike will be given to a person if they fail to comply with the aforementioned commitments. The strikes will be discussed as a team and whether they need to be applied. After 2 strikes the problem would be discussed with the group and will get a warning and after 3 strikes the problem would be brought to the attention of the teachers. Said strikes will be kept in our Excel document found [here](#).