**Team TAPS: Tiffany Cole, Andrew Wilson, Philippine Tembo, Sean Bruce**

**Team Project -1, Rev 1-1 – Team Charter**

**ISIT 322 Spring 2020**

**Team Charter**

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| **Team Name:** | **TAPS** |
| **Team Members:** | Tiffany Cole, Andrew Wilson, Philippine Tembo, Sean Bruce |
| **Date:** | **5/19/2020** |
| **Project Title:** | **Family Photo Share app** |
| **Lead Contact:** | **Sean Bruce** |

# Project Statement, Scope and Scale

A photo share App that allow people to share photos amount friends and family. Online-based application software utilizing modern technology and platforms to help people to share their photos using secure authentication when logging into the app. To achieve this, we decided to utilize the Android OS and create a server to store user’s data and pictures. the scope of the first sprint includes creating a home screen, establishing camera access, and uploading pictures to a server. Time allowing, the scope of sprint 2 will include secure login, account creation and fingerprint scanner authentication.

The Application can handle, and direct service demanded. The Application will allow the user to share his family or friends’ pictures. The same application should be able to let the user to create an account and send people invites to the site.

# Team Management Plan

## Team Leadership: Sean Bruce is the team leader for the entirety of the project.

## Task Assignments: Tasks will be discussed and assigned as a group on Tuesdays. We will also do daily stand ups to make sure everyone is on the same page.

## Communication Platforms: Our primary mode of communication will be via our team Discord channel as well as email. Will be using a new Github site for version control and a repository.

## Documentation: Documentation will be primarily done by Philippine and Tiffany. Code versioning will be Andrew’s responsibility. Storing and sharing documentation will be lumped into communications which are Sean’s responsibility. Note taking will be either kept in Discord chat logs, email or recorded in Zoom meetings where applicable. Tasks will have a weekly soft due date of Friday. This will time for revision where applicable and submission compilation before final turn in.

## Change Management: Change management will be documented and tracked through Github with commits and pull requests.

# Team Members / Skills Inventory

Sean – I bring excellent communication and decision-making skills to the group. I have a strong background in the C# language and a novice experience level of web development.

Philippine – I am good in making decision communication skills. I have an entry level of coding experience, and good with researching.

Andrew –

Tiffany – I have very strong communication skills and written skills. My coding skills are what I would consider entry level (since I only have school experience with coding). I also am good at researching too.

# Team Meetings - Expectations and Responsibilities

We will plan on a weekly meeting to assign/discuss tasks and daily standups. The team leader will create the agenda and start with suggestions for task assignment. The meetings will end with open discussion. Lastly, we have a designated time for “face to face” meetings via Zoom which will be recorded.

Team members will be expected to check in via Discord with status reports daily. These check ins will consist of a simple progress on assigned tasks. Specifically, the level to which tasks are progressing and any problems causing encountered, especially any blocking issues.

# Equal Commitment

Being granted the trust of my teammates, I will strive to be the best leader I can. I plan to practice excellent task organization with clear and transparent communications. My goal is to provide a concise vision of what a successful project will look like.

-Sean

I promise to do all my best to accomplish all the task that I will be assign. My goal is to help my team to have a clear communication with each other, and to be able to accomplish what we plan to do for this project.

-Philippine

-Andrew

I strive to work well with my team as well as communicate within my team. I am committed to learn as much as I can with android development and to contribute to the vision of creating a successful application for our project.

-Tiffany

# Conflict Management Plan

In the unlikely evet of conflict, the team will work together to resolve any issues that may arise. We will practice strategies in conflict resolution learned in previous communications courses in our program.

And if these practices fail to produce results, the team will enlist the help of the courses instructor to help mediate the conflict.

**Document Work Log:**

*To assist in assessing the contributions made by the individual team members, the team must complete the table below:*

|  |  |  |
| --- | --- | --- |
| ***Section*** | ***Team Member - Primary*** | ***Team Member - Secondary*** |
| 1. *Team Purpose* |  |  |
| 1. *Team Management Plan* |  |  |
| * 1. *Team Leadership* |  |  |
| * 1. *Task Assignments* |  |  |
| * 1. *Communication Plan* |  |  |
| * 1. *Documentation* |  |  |
| * 1. *Change Management* |  |  |
| 1. *Team Members / Skills Inventory* |  |  |
| 1. *Team Meetings – Expectations and Responsibilities* |  |  |
| 1. *Equal Commitment* |  |  |
| 1. *Conflict Management Plan* |  |  |

@everyone Couple of action items. Volunteers (and suggestions) for…

Documentation – 2 people (Tiffany/Philippine)

code versioning – 1 person (Andrew)

storing and sharing – 1 person (Sean)

note taking – 1 person (just record meetings in zoom, chat logs in discord)

From everyone- a brief description of skills that you bring to the team. This can be a couple of sentences or an itemized list. Please keep it basic, it’s for skills inventory part of the Team Charter.

@everyone okay, some more action items. Sorry for the spam, I will try to keep the everyone posts to a minimum.

For the charter I need a “Individual team member statement indicating the level of commitment – time and effort.” I think all we need for this is a couple of sentences followed by a signature. Something like this.

“I promise to do quality work.

-Sean”

Lastly, I would like to put in a weekly target of finishing tasks as a first draft by Friday’s, allowing time to review and revise where applicable before the Sunday due date. I realize this may be overly ambitious but it’s something that I would like to strive for. Please let me know if this is a problem for anyone.