

Smart Voting

Team Charter

Version 1.0
2021 October 10

REVISION HISTORY

Revision	Date	Author	Summary of Changes

DOCUMENT APPROVAL LIST

Version	Approved By	Signature	Date
1.0	Matt Campbell Stephen Davis Satabdi Sangma Michael Sirna	matthew.campbell@georgebrown.ca stephen.davis@georgebrown.ca satabdi.sangma@georgebrown.ca michael.sirna@georgebrown.ca	2021-10-10

DOCUMENT DISTRIBUTION LIST

Version	Name of the Receiver / Group	Date
1.0	Matt Campbell Stephen Davis Satabdi Sangma Anjana Shah Michael Sirna	2021-10-10

TEAM CHARTER

1 PURPOSE

This team has been formed to work on and complete Capstone Project I and II in our COMP 3059 course. We are striving to have a finished and working product by the set end date of April 1st, 2022, and hope that we are able to reach that goal in time with as few obstacles as possible. We are committed to working as a team and helping each other throughout this process while logging and monitoring progress.

2 BACKGROUND

The team will be working on the Smart Voting System; An online voting web application that uses a ledger database to store ballots. All team members are equal in terms of work, and there are no definitive leaders for the project. As for external customers and stakeholders, there are four main stakeholders, with three main users of the program. The stakeholders are Political Parties, Political Candidates, Election Officials, and of course, the voters. The users are the same, minus political parties as they are not technically a single user.

3 SCOPE

The primary objective of the Smart Voting System is to have a secure online web application that allows the general public to cast election votes securely. The development team is committed and dedicated to completing this platform. There are many features that need to be included in this platform to be production ready. Some of these include analytical information for both political parties and election officials, security checks to verify the voters, and functionality to allow candidates to manage their election campaign strategies.

4 TEAM COMPOSITION

There are four core team members and one advisory team member. The core team, who are working full time on the project, include Stephen, Mike, Matt and Sam. The part time advisory team member is the course instructor, Anjana Shah. The time commitments for full time team members are approximately 10 to 15 hours per week. The time commitment for the part time team member is approximately 3 hours per week.

5 TEAM EMPOWERMENT

Each team member has equal authority and is expected to have equal commitment to the project with the exception of one having prior commitments or other complications. Some of such events are outlined in Team Operations.

6 TEAM OPERATIONS

As the core team is composed of four close people, there is a low anticipation of personal issues arising among the core team. However in the event of something happening to a person, the work tasks will be evenly redistributed upon the remaining team members. All team meetings are hosted and recorded through Google Meetings. The meeting URL link is provided to all team members through our shared Discord channel. In the event of an absence from a team meeting, that individual has a few options to catch up on the meeting. The individual can read a summary in the form of meeting minutes, they can watch the meeting recording or they can get a verbal summary from another team member.

7 TEAM PERFORMANCE ASSESSMENT

Team performance can be measured using the tasks created and dates set for those tasks. Through that, the team can measure whether we are falling behind, on schedule, or ahead of schedule. With this, though, each team member will have to pull their weight and contribute for a successful product to be turned in.

8 SIGNATURE PAGE

Name	Signature	Date Signed
Matt Campell	matthew.campbell@georgebrown.ca	2021-10-10
Stephen Davis	stephen.davis@georgebrown.ca	2021-10-10
Satabdi Sangma	satabdi.sangma@georgebrown.ca	2021-10-10
Michael Sirna	michael.sirna@georgebrown.ca	2021-10-10