**Team 07: Team Charter**

**Team Name: Digite**k

**Team Members:**

* George Salim - [georgesalim89@gmail.com](mailto:georgesalim89@gmail.com)
* John Olsen - [john-olsen@outlook.com](mailto:john-olsen@outlook.com)
* Matthew Parr - [matthew.mgp@gmail.com](mailto:matthew.mgp@gmail.com)
* Junsen Chen - [junsenchen@gmail.com](mailto:junsenchen@gmail.com)

## Team Mission and Objectives or Goals

**Purpose**

Team 07 has been created to complete the subjects ITC303 and ITC309 during 2022. The team mission is to complete the assigned project on-time and address all relevant use cases. This charter defines the guidelines which this team has agreed upon, these guidelines are both qualitative and quantitative standards which each member must adhere to.

**Vision**

To complete all the assignments on-time and to a high standard by working as an effective team.

**Team Values**

* Respect: Each team member must respect the opinions and viewpoints of other team members at all times. This includes giving each team member adequate time to explain their individual opinion.
* Dedication: Each team member has their own individual levels of dedication however, must dedicate a sufficient amount of time to the project and their team members. This includes attending all meetings where possible.
* Flexibility: Each team member should remain as flexible as possible given the group aspect of this assignment and the personal lives of all members.
* Timeliness: Each team member should have a healthy respect for submitting their assigned work for review before the required deadline. This gives the team as a whole ample time to correct and amend any issues that arise.

**Goals**

* To create and foster a harmonious team that communicates effectively.
* To mirror a real world situation where this team has been designed to deliver a software project in the workplace.
* To build on and learn new skills for each team member to better prepare us for the real world.
* Complete the project deliverables on time and to a high standard.
* Provide sufficient evidence of all team members' contributions.

**Expectations**

* Attend all meetings where able
* Respond in a timely manner through the groups push communication network (Discord)
* Notify the team of planned or unplanned absences
* Complete individually assigned work on time and to a high quality
* Always speak up and ensure your viewpoints are heard
* Enjoy yourself and learn

**Obstacles to Achieving Goals**

* **Work/life Commitments:** Each member has their own life and commitments that may hinder the timely achievements of the team's goals. Each member is to work with the team to find an adequate solution.
* **Geographical separation:** Each team member presumably lives in different geographical locations with potentially differing time zones. Each team member is to address this with the team so a suitable work around can be sought in a timely manner. If any issue arises during the project, it is the members responsibility to bring it to the group's attention.
* **Personality:** Conflicting personalities can be an issue in group environments, these are to be addressed immediately so the relationship does not sour and become a larger issue for the team. If the issue cannot be resolved between the two members then the group should address it, by either mediating it or contacting the lecturer.

## Role Identification

The following roles have been identified. These will be rotated between members for shared experience.

* Author
* Reviewier
* Mediator
* Minute taker/scribe
* Team leader (this role will rotate as necessary, depending on members availabilities)

## Ground Rules

The basic values and operating principles and procedures that will govern your life as a team.

They may include such things as:

* Assignments
  + Work assignments will be assigned evenly during team meetings.
  + Deadlines will be dictated by the assessment deadlines, however they will be assigned with plenty of time for the team to review the work
  + Team members are required to meet all deadlines and if a deadline is likely to be missed the team needs to be engaged by the member.
  + The team expects a high quality of work from each individual
* Meetings
  + All team meetings are to be attended where possible
  + Team meetings will be scheduled as required and will be organized through the push communication channel.
  + Meeting agendas will be decided in the communication channel and will be as required by the iteration
  + Record keeping will be completed by Team meeting minutes each meeting and by each member completing their individual blog.
  + Each team member is to have a good attitude and a willingness to learn.
* Contacting
  + Primary communication channel will be through discord.
  + The secondary communication channel will be through email and then the forum.
* Acceptable excuses include Work/Home situations, Natural Disasters, family situations, any reasonable situation that cannot be avoided or is unplanned for.
* The group will make decisions by consensus, however where the team cannot agree the team leader will make the ultimate decision.
* Communication measures:
  + Discord is used as the primary communication tool for the team and each team member is required to check the service regularly.
  + Each team member should turn on Push notifications so the group can @them directly if required.
  + If a member has been @ then it is their responsibility to respond and act in a timely manner or at the very least acknowledge the communication escalation.

**Conflict Resolution Mechanisms**

Members of the group have a responsibility to work well with each other and treat each other with respect. Generally if a small conflict arises the group can deal with it at the lowest level, that is the priority.

If a conflict does arise between two or more members than it should be addressed like this:

1. The involved members should step away from the computer to calm down and then address each other directly to see if the issues cannot be resolved.
2. If the issues cannot be resolved then the rest of the team will try and mediate a solution between the members.
3. If the issue is of a sensitive nature or cannot be resolved by step 1 and 2 then the Lecturer David Tien should be contacted directly by the involved members.

**Team Charter non-compliance**

If a team member does not comply with the ground rules of the Team Charter then the following steps will be taken:

1. A please explain will be issued by the group to the member, where the member will be required to explain to the team in either writing or voice communication as to why they have not complied. The timeframe will be 24hours for the members to issue a reply.
2. If the group decides the reply is sufficient and the member has demonstrated to the team the reasons why and that it will not happen again, then the team will put it behind them and move on.
3. If however, the reply is not sufficient then the team will contact the lecturer David Tien and ask for the member to be removed from the team and will provide evidence of the above two steps.

**Team Member Skill Inventory**

**Matthew Parr:**

* **Skill inventory:**
  + Retired Sergeant in the Royal Australian Airforce
  + Worked in and lead highly effective teams in various situations
  + Experience in Python, Java, SQL and a small amount of C
  + Basic version control using Git
* **Strengths:**
  + Logical problem solving skills
  + Programming
  + Mathematics
* **Values:**
  + Integrity
  + Dedication
  + Honesty
  + Teamwork
* **Personal Goals:**
  + Aiming for a HD as a group

**Junsen Chen:**

* **Skill inventory:**
  + Basic programming knowledge using Python, Java and R.
  + Basic version control skill with Git and BitBucket.
  + Fundamental understanding of Linux/Unix and database administration.
* **Strengths:**
  + Problem solving
* **Values:**
  + Hard working
  + Teamwork
  + Integrity
* **Personal Goals:**
  + Improve communication and planning skills

**Geroge Salim:**

* **Skill inventory:**
  + Python
  + Java
  + SQL
  + Bitbucket
  + Visual Paradigm
* **Strengths:**
  + Communication
  + Punctual
* **Values:**
  + Commitment to complete work
  + Team work
* **Personal Goals:**
  + Gain first hand experience with a team creating and finishing a software project
  + Improve programming knowledge

**John Olsen:**

* **Skill inventory:**
  + Data technician training
  + Engineering training
  + Strong interpersonal skills
  + Understanding of programming
* **Strengths:**
  + Logical thinking
  + Creativity
  + Basic programming in Python/Java
  + Communication
* **Values:**
  + Hard work
  + Honesty
  + Integrity
  + Fairness
* **Personal Goals:**
  + Develop current skills into more practical application

**Sign Off:**

I have participated in the development of this charter and agree to it.

Team Member: Matthew Parr

Team Member: George Salim

Team Member: Junsen Chen

Team Member: John Olsen

Date: 20/03/2022