Group Project Charter

Project name: Reminder Application

Project Purpose: To allow groups to organize, coordinate, complete and postpone tasks and events. Should include a calendar where a user can view all tasks or tasks by group, and reporting features by group and individual. Customized sub-groups can be created to manage team tasks. Individuals can set automated reminder preferences by group without revealing contact information to others. Users and group owners can manage subscriptions and memberships to groups.

Anticipated Completion: First week of December 2019

Approved Budget: Up to 600(8 per person per week) hours + $50

Key Participants

Participant	Position	Primary responsibility
Austin Young	Project Manager	Manage the entire project
Shelby Ashmore	API Design and External Services	Research and interface with sms and email services
Stephen Harwell	System Administrator/Devops	Lead in infrastructure and providing an efficient workflow
Dhiraj Thing Lama	Database Manager/Information systems	Lead in analysis, design, and Implementing the database
Josena Thomas	Chief Information Officer/ UI designer	Become the domain expert and advise group on available technologies, features, and customer needs
All	Application Developer	Develop the application code