

TEAM CHARTER

3.34 Weekly Planner App (Bulletproof)

MISSION STATEMENT

The mission of our team is to work collaboratively, productively, and effectively together to create a highly usable, enterprise quality web application for Bulletproof (TM) that meets the requirement established within the project scope.

VISION STATEMENT

In order to achieve this goal, we have agreed to regular group work, constructive peer reviews and adherence to project deadlines.

TEAM MEMBERSHIP INFORMATION

Name	Email	Contact	Role
Tristan Kells	mjc7321@autuni.ac.nz	021965989	Team Member / Team Lead
Daniel Wood	zhv4465@autuni.ac.nz	0224531418	Team Member / Product Owner
Junha Yu	nbj3293@autuni.ac.nz	02102356852	Team Member

GENERAL EXPECTATIONS & TEAM NORMS

1. We agree to meet at least once per week to report on progress and maintain focus on key project objectives
2. We will keep each other informed of our progress or any setbacks
3. We will ask for clarification and ensure mutual understanding
4. We agree to all take part in constructive reviews of each other work before signing any work off as complete. This includes all coding and documentation.
5. We all agree to provide a reasonable standard of documentation on all code submitted to support the understanding of all team members.

TEAM RESPONSIBILITIES

We have agreed to distribute workload among team members in an equitable manner and have identified the primary roles:

- a. **Scrum Master / Team Lead:** Responsible for facilitating the team, obtaining resources for it, and protecting it from problems.
- b. **Product Owner:** Responsible for the product backlog, for making decisions in a timely manner about the product specifications, and for providing information in a timely manner.
- c. **Developer:** Responsible for create and delivery of the system.
- d. **Accountability reviews:** All team members will be responsible for holding ourselves and each other accountable

TEAM PROCEDURES

1. Method for scheduling meetings and logistics

Depending on client schedule, a weekly meeting time and date will be established in which all team members must meet at a predetermined location to report on project progress. Other meeting may be arranged on agreement of all team members, whenever required.

2. Method for record keeping

During all project meeting with mentor, client or between team members, a team member must take minutes. This same team member will be responsible for uploading a digital copy of the meeting minutes to the team google drive before the end of the day of the meeting. The responsibility of taking team minutes will be rotated within the team.

3. Method of communication

Team members will communicate between each other using Messenger, email, text messages and google drive comments.

4. Decision-making policy

As a small team, decisions will be made unanimously within the group before being actioned.

5. Conflict-resolution

As above, conflicts within the team will be solved internally as much as possible. If a conflict between team members cannot be solved internally, a group discussion with the mentor will be organised attempt conflict resolution.

6. Procedures for absent team member

Team member attendance will be noted in meeting minutes. If team member absences becomes an issue, we will first attempt to solve internally. If we fail to resolve issue internally, we will escalate to the appropriate academic staff.

FEEDBACK ASSESSMENT

1. We will provide each other feedback in person, to allow for discussion and clarification.
2. We will utilise google drive comment functionality to suggest edit or changes to team documentation.
3. We will use Github as version control, to maintain individual original work and allow for code review feedback.

Last Revised Date	Version	Authors	Notes
13/03/2018	1.0	Kells, Wood, Ya	
21/03/2018	1.1	Kells	Updated role information.