# TEAM CHARTER

Multiple reasons exist for preparing a team charter. One is to document the team's purpose and clearly define individual roles, responsibilities, and operating rules. Next, it establishes procedures for both the team and management/industry partner on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting business for the acquisition and defines how the team works in an empowered manner, including setting out responsibility and authority. Finally it facilitates stakeholder buy in by including key members in the decision making process and obtaining their concurrence along the way.

The charter includes the following sections:

## 1. Purpose

The team ‘Team Bits’ has been formed to complete the Capstone Assignment as part of the Course T127 (Computer Programming Analyst). The objectives of the team are to complete and learn each material related to the Project and to demonstrate that knowledge through the final presentation. We will also be working as a team to effectively finish tasks and goals within given deadlines. This will be achieved by openly listening to everyone's ideas, committing to plans and helping each members when they need it.

## 2. Background

The team will be developing an information tracking system for a Martial Arts Gym enhancing its current state. Everyone’s educational background comprises of different levels giving the team a variety of knowledge and perspectives. The group shares the same cultural background, thus improving the team chemistry even further. 25% of the team has an adequate experience in the industry being studied and sharing this knowledge gives the rest of the team insights and guidance to be used. 100% of the team has programming skills that will be heavily utilized in the development of the project. The system to be implemented will be used by the Administrator, Instructors and Members of the martial arts gym. The team wants to create a system that could aid small business owners who want to start small martial arts gyms and make it easier for them to handle business processes.

## 3. Scope

Within the scope of the project is session tracking, customer registration, session schedule view, course registration, client profile records, instructor profile records, announcement system and session feedback by students. The mission of the project is to be able to create a functional system to automate the process of a small martial arts gym.

Objectives of the project include:

* To automate session attendance tracking for gyms making it more consistent,
* To make check-in process to sessions smoother and easier
* To transfer physical files to secure digital data storage which allows for persistent data storage and easier access to data (such as user profiles, account information, etc)
* To allow communication between instructors and students using in-app announcement system

The team will need to monitor and help each other out to achieve the objectives. They are required to utilize GitHub as the main version control system to manage projects. The team members must communicate regularly for any updates, changes or concerns that they may have so that information flows smoothly and everyone is kept inside the loop.

High Level Goals:

* To create a working prototype by the end of the first sprint
* To implement new features at the end of every sprint period after the first
* To implement QR scanning technology into the system
* To integrate the system with cloud services

**4. Team composition**

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| --- | --- |
| **Functional Roles** |  |
| Developer | Aldrin John Jacildo |
| Developer | Sir Angel Naguit |
| Product Owner/Developer | Francis Victa |
| Team Lead | Maria Lillian Yang |

## 5. Team empowerment

The diagram below shows the team’s strengths, weaknesses, opportunities and threats

(Define existing authority the team, by virtue of its individual membership, already possesses, additional authority needed to fully perform as envisioned by the team objectives, and level of empowerment requested.)

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| --- | --- |
| **Strengths** | **Weakness** |
| 1. Previously worked together 2. Can communicate well with each other, especially when discussing about ideas as well as mistakes 3. Willing to learn new technologies 4. Fairly good programming background 5. Respects one another 6. Believes in each other’s strengths and tries to compensate for each other’s weaknesses. 7. Understands the overall goals of the team 8. Has different work experiences which can lead to different new ideas | 1. Lack of experience in the field of martial arts 2. Lack of overall experience with software development 3. No experience with cloud integration 4. No experience in utilizing computer cameras and scanning QR codes    1. Comes from the same cultural background which could limit perspective |
| **Opportunities** | **Threats** |
| 1. Can utilise unlimited free online resources 2. Can add more useful and innovative features to the system 3. Has more flexibility with the design of the system 4. Can start their own software company | 1. The members of the team are still students therefore the team has other deliverables outside this project 2. A member of the team might get a job and leave before the implementation of the project 3. Conflict with deadlines outside the project 4. Scheduling time to meet outside of class 5. General miscommunication within the team |

**Team Objective:**

The team’s main objective is to deliver a functional software product by the end of the deadline. Secondary objectives are to deliver a working versions of the system at the end of every sprint round.

**Team Authority:**

The team already possess full authority to required to perform the objectives stated above. Although additional authority might be required from the Instructor to allow for big changes or additions to the system.

## 6. Team operations

**Team Meetings:**

The purpose of team meetings is to set an agenda for the team to follow in order to meet the requirements by the given deadline.

**Decision Making Process:**

The team makes sure that every decision being applied in the Project is well reviewed and discussed before being added in the revision. This ensures the transparency and synergy of the ideas in the Project.

**Team Communication:**

The team uses two means of communication, primarily through face-to-face meetings and secondarily, through online audio conference.

## 7. Team Performance Assessment

The team will conduct an evaluation at every conclusion of a meeting. In this evaluation we will:

1. Evaluate the team’s effectiveness in regards with the task currently at hand.
2. Evaluate inconclusive tasks and try to look for solutions and/or answers for the next meeting.
3. Evaluate feasibility of upcoming tasks until the next meeting.
4. Evaluate the team’s synergy.

The team will also take advantage of the tools available such as a Team Feedback Survey and based on the results, appropriate adjustments will be set and implemented improving the team’s workflow in the future.

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## 8. Signature Page

(Each team member signs, agreeing to the contents and being held mutually

accountable for adherence.)

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| --- | --- |
| **NAME** | **SIGNATURE** |
| **Aldrin John Jacildo** |  |
| **Sir Angel Naguit** |  |
| **Francis Victa** |  |
| **Maria Lilian Yang** |  |