Team Charter

Team Name: Core Fitness

## Team Mission and Objectives or Goals

The team has been formed to plan and develop a website application for a fitness center.

The goal is to plan and develop a website application with the right content and features that will help promote the business and also improve customer experience.

**The objectives of the team are as follows:**

* Create a team charter
* Create a project proposal
* Create a weekly iteration plan
* Establish a version control repository
* Deliver a Life Cycle Objective Milestone (LCOM)
* Deliver a Life Cycle Architecture Milestone (LCAM)
* Develop the web application

The LCOM and LCAM require the following deliverables for completion:

* Project vision
* Requirement model
* Project architecture
* Technical competency demonstrator
* Risk list
* Project plan
* Master test plan
* Executable architecture
* User acceptance tests
* Unit and integration tests

Other objectives include:

* Improving communication skills
* Improving leadership skills
* Learning new technologies
* Finish deliverables on time

The following obstacles may hinder the completion of the team goals:

* Team member availability – some team members may not be always available due to work commitments
* Team member skill set – team members will have to learn new technologies and improve current skill set
* Team members may not follow the team rules
* Poor communication
* Poor understanding of the project requirements

**Team Member Skill Inventory**

**Mende:**

* HTML
* CSS
* SASS
* JavaScript
* Java
* GitHub

**Nipun:**

* HTML and CSS
* JavaScript –
* Java
* GitHub

**Vincent:**

* HTML and CSS
* C#
* Java
* JavaScript
* GitHub

**Skills and knowledge areas that require further knowledge or may be required to successfully finish the project:**

* Node JS
* JavaScript
* Bootstrap
* HTML
* CSS
* SASS
* React JS

## Role Identification

There are some certain specific roles in the project played by different team members which are mentioned below. These roles might rotate among team members depending on tasks.

* *Leader -* Mende
* *Chairperson -* Vincent
* *Scribe/Secretary -* Nipun
* *Communications coordinator -* Mende
* *Editor -* Nipun

## Ground Rules

* The purpose of team meetings is to work on project deliverables and discuss and resolve conflicts
* Every team member must do their assigned work on time.
* Weekly meeting must be attended
* If a team member is unable to attend a team meeting due to unexpected circumstances other team members must be notified in a timely manner
* Any conflicting ideas during working on assignment should be discussed at the team meeting.
* Any encountered problems should be discussed and resolved at the team meeting.
* Team members must have a positive attitude and carry out assigned tasks on time
* Decisions are to be discussed and voted on by each team member
* The primary communication method will be Telegram
* Dropbox will be used to upload and edit documents
* The workload is divided equally.
* If a team member fails to communicate and attend meetings the other team members have to inform the lecturer

**Team Meetings**

**Place**: University's Library

**Time:** Wednesday 09:00 - 12:30

* Team meetings cannot be missed due to other responsibilities such as work commitments
* Additional team meetings may be scheduled if required

**Conflict Resolution Mechanisms**

Some of the potential conflicts are:

* Disagreement on important team decisions such as what technologies to use
* Team member may not be doing the required amount of work
* Team member may not be attending all the team meetings
* Team member may not be improving and learning the required skills

**Conflict resolution:**

* Any potential problems are to be discussed and analyzed during a team meeting
* Every team member must participate in resolving a conflict
* Conflicts that require a decision to be made between two more options will be resolved by voting
* A third party is only to be involved if the team is unable to come up with a solution to a conflict

**Sign Off:**

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

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