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Team Charter

This document is intended to outline and describe what our team stands for and how we intend to operate. This document contains the shared goals, strategies, and processes we will use. Additionally, this document has been created collaboratively and serve to:

- Provide accountability for the team members,

- Establish a shared vision for project success, and

- Ensure communication is maintained throughout the team.

Project Objectives

The project objectives are:

1. To create an artefact that is of a high enough quality to be used as pitch material, as well as being detailed enough to go into a portfolio for both the UX Design and Indie Game Development team members.

2. To create accompanying material to support how the artefact was designed and developed.

Budget and resources

The time budget is quite significant, with time cost per person varying on a weekly basis.

Resources:

- Notion, for collaborative documentation creation.

- Figjam, for brainstorming and rapid ideation.

- Figma, for any UX Design.

- Unity (v2022.3.32f1), as an engine for game development.

- Microsoft Word (or similar) for final accompanying material creation.

- Microsoft PowerPoint (or similar).

- Perforce, as a repository.

- Adobe (Photoshop and Illustrator for artwork)

- Autodesk Fusion 360

- Autodesk Maya (for 3D art creation)

- *others?*

Communication

Communication is to be done primarily through Discord on a weekly basis. A one-hour session is to be scheduled at (or as close as possible to) the same time every week.

A weekly meeting with the Group Supervisor is also to be scheduled.

Meeting minutes will be taken due to the risk that some team members may not be able to attend a meeting due to prior commitments. This ensures that actions and tasks required to be completed are accurately recorded.

Work processes

The team intends to work in a semi-agile environment. The project is over 12 weeks, so will be spread into 4 sprints of 3 weeks each. This allows for a retrospective every 3 weeks.

On a weekly bases the team will meet (Thursdays unless otherwise scheduled) for a team stand up. This will also include task planning intended for the next upcoming week.

A Kanban board is to be used for task tracking and management.

Collaborative documentation is to be done in Notion. Documentation to be submitted will then be migrated to Microsoft Office tools to be saved as deliverables.

Any software updates should be announced so that everyone is working on the same software version. This will mitigate any issues with backwards compatibility.

Team roles

The following table lists the team roles for this project:

Responsibilities

Aa Name	Course	Responsibilites	Strengths	Not-so-strengths
Callum	IGD	- Programming (C#)	- Programming (C#) - Unity - Git	- Anything artistic - UI - Never used Perforce before (but I'm happy to learn it) - Haven't worked professionally in industry before (only educationally and hobbyist)
Marine	UXD	- UX/UI Design - Visuals for presentation - Artwork (3D if needed and possible with software compatibility)	- Artwork - Visual Design - 3D modelling - Branding and pitch	- Gaming industry - Repository - Organisation - Documentation
Matt	IGD	- 3D Artwork - Level Design - Unity Programming where required	- Maya and ZBrush - Animation - C# Programming	- 2D Artwork - UI Design - Never worked in game industry - Limited source control knowledge outside of Git - Documentation/Writeups
Megan	UXD	- Team organization -Perforce (repo) -UX/UI implementation - UX/UI Design - UX Research	- Organization (Jira, Notion, etc.) - Repository experience (Perforce) - User Research - Visual Design - UX/UI Implementation into engine	- Basic experience in Unity engine - Never worked professionally in research or UX/UI

Aa Name	Course	Responsibilites	Strengths	Not-so-strengths
			- Basic visual scripting - 3D art and animation (Maya)	
Rachel	UXD	- Documentation (meeting minutes) - UX Research - Information Architecture - Notion Management Happy to build any final documentation for submission.	- Documentation (structure, design etc) - Information Architecture - Accessibility - HTML/CSS/JS - Soft branding (typography, colour theory) - Data-driven research and analysis - Git	- Artwork - Never worked in gaming industry - Can design UI based on best practices, but not the best at it. - Backend code languages

Ground rules

The following ground rules are to be used to ensure that everyone is happy with working processes:

1. The availability calendar is to be as up-to-date as possible.
   If any emergency time away is needed, the team member should inform the team via the 731 Discord as soon as possible so any adjustments can be made.

2. Any tasks are to be listed in the Kanban board, so project management is kept to a high standard.

3. If any team member begins to feel overwhelmed or burntout, they should let the team (or a team member who can relay it to the rest of the team) know. The rest of the team can ensure that allowances are made.

4. Documentation should be kept within the Notion 731 teamspace. If any documentation needs to exist outside of Notion, a link to the documentation

must be created, and the team must be able to access it.

5. The Perforce repository must be used for accurate tracking and version control of artefact assets.

6. Weekly meetings with the team should be maintained, with all team members attending when possible.

7. If someone is unable to attend the team meeting, they should share their progress either in Discord or the minutes document for that week.

Conflict resolution

Any conflicts should attempted to be resolved within the team. However, if needed, the Group Supervisor (Ken Yiu) can act as mediator.

Signatures

Sign-off

Aa Name	📅 Sign-off Date	⊙ Approval
Callum	@June 12, 2024	Approved
Marine	@June 12, 2024	Approved
Matt	@June 12, 2024	Approved
Megan	@June 12, 2024	Approved
Rachel	@June 12, 2024	Approved