

Team Charter

Members and Their Strengths and Weaknesses

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| Team Members | Xander Kollée Alicia Danielsson Elitsa Pavlova Briahna Tila Adeline Velanicha |
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| | Strengths | Weaknesses |
|--------|--|--|
| Xander | <ul style="list-style-type: none">• Creative• Open-minded• Structuring• Can use HTML and CSS• Presenting• Communicate• Dedicated• Flexible | <ul style="list-style-type: none">• Buzzy schedel outside of school• More often sick cuz of condition• Keeping track of progress• Traveling for 2 hours with NS |
| Alicia | <ul style="list-style-type: none">• Creative• Collaborative• Can use HTML and CSS• Flexible• Dedicated• Hard-worker• Reliable | <ul style="list-style-type: none">• Perfectionist• Public speaking• Procrastination |
| Elitsa | <ul style="list-style-type: none">• Creative• Open-minded• Can use Adobe Photoshop and Illustrator• Can use HTML and CSS• Considerate of others opinions• Confident | <ul style="list-style-type: none">• Can be assertive under stressful situations• Usually late to university• Indecisive |

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| Briahna | <ul style="list-style-type: none"> • Creative • Detail-oriented • Proficient in HTML, CSS, and Figma • Basic knowledge in Adobe Photoshop • Knowledge in using Wix/Editor X • Team Player | <ul style="list-style-type: none"> • Tends to procrastinate • Perfectionist • Lack of public speaking confidence • Indecisive |
| Adeline | <ul style="list-style-type: none"> • Open-minded • Calm and Composed • Able to use Adobe Illustrator • Honest and Straightforward • Willing to learn something new • Curious person | <ul style="list-style-type: none"> • Easily overwhelmed • Procrastinate if get stressed • Brain sometimes doesn't work • Sleepyhead |

Core Values

Shared values are the following:

- a. Clear and open communication

Everyone should be able to:

 - i. Speak and understand what the other is talking about (i.e., progress of your tasks) and ask further questions if it is still not clear.
 - ii. Talk about problems or (un)predictable occurrences (suddenly sick, appointments, etc.) which could delay the progress of the project.
- b. Focus on goals and results
 - i. Goals and results are based on clearly defined tasks to reach the goals.
- c. Consistency
 - i. A project will be supported by a roadmap with said clearly defined tasks and (main and side) goals.
- d. Redundancy
 - i. Everyone is up to date about the progress of the work of other team members and have access to it for demonstration if one is unavailable.

Group Norms

For communicating:

- WhatsApp

For checking progress on tasks:

- Microsoft Planner

For document management:

- Microsoft Teams

Every school day, team members will showcase the progress of their tasks and update their teammates.

!!! We expect everyone to be present **everyday** except Friday.

Roles

For this project:

Alicia

- General Student Researcher

Elitsa:

- Software Researcher

Briahna:

- Software Researcher

Adeline:

- General Student Researcher

Metrics of Success

Success will be based on finished tasks. This will be defined on the following criteria:

The goal has been completed:

- On time (before the hard deadline)
- Delivered a product
- Satisfied the given (minimum) requirements of the assignment
- Feedback from the teacher is positive and requirements are satisfied

Standards of Quality

To achieving base-line quality (satisfying the minimum requirements)

1. The task should be completed before the soft deadline, so any risen problems can be handled before the 'hard' one.
 - Soft deadline = chosen date by the team which the task should be done before the hard deadline
 - Hard deadline = actual date which the assignment / product must be completed or submitted.
2. Documentation should be brief and understandable.