

## Team Charter - UXynergy



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## Members and Their Strengths and Weaknesses

Name	Strength	Weakness
Mariana Kazakova	<ul style="list-style-type: none"> <li>- Good at presenting</li> <li>- Good at coming up with designs</li> <li>- Good at planning and scheduling</li> <li>- Outspoken</li> <li>- Prior experience with Blender</li> <li>- Responsible</li> <li>- Patient</li> </ul>	<ul style="list-style-type: none"> <li>- Opinionated</li> <li>- Late</li> <li>- Blunt</li> </ul>
Sander de Haart	<ul style="list-style-type: none"> <li>- Prior experience working in a real work environment as junior web developer</li> <li>- Good with GitHub, GitLab, CSS, SASS, LESS, BOOTSTRAP, HTML, JS, PHP, Figma</li> <li>- Basic with react, svelte, node.js, blender, photoshop, illustrator</li> <li>- Calm</li> <li>- Harsch sometimes, because I want to achieve my best.</li> </ul>	<ul style="list-style-type: none"> <li>- Presenting</li> <li>- Perfectionism</li> <li>- Detail focused</li> <li>- Stress</li> <li>- Assertiveness</li> </ul>
Briahna Tila	<ul style="list-style-type: none"> <li>- Creative</li> <li>- Detail-oriented</li> <li>- Proficient in HTML, CSS, and Figma</li> <li>- Basic knowledge in Photoshop and Illustrator</li> <li>- Prior experience with Blender</li> <li>- Team Player</li> </ul>	<ul style="list-style-type: none"> <li>- Tends to procrastinate</li> <li>- Perfectionist</li> <li>- Easily stressed out</li> <li>- Lack of public speaking confidence</li> <li>- Indecisive</li> </ul>

Minh Man Hoang	<ul style="list-style-type: none"> <li>- Good at photographic subjects</li> <li>- Detail-oriented</li> <li>- Prior work experience mainly regarding client-work</li> <li>- Prior video editing experience</li> <li>- Prior experience using adobe CC software</li> </ul>	<ul style="list-style-type: none"> <li>- Tends to delay work</li> <li>- Tends to get heated</li> <li>- Stubborn</li> <li>- Late</li> </ul>
Gessa Wibisono	<ul style="list-style-type: none"> <li>- Relentless</li> <li>- Stress-Proof</li> <li>- Team player</li> <li>- Good at HTML, CSS, JavaScript</li> <li>- Prior experience with AI</li> <li>- Always try to give any ideas for the group work</li> <li>- Prior experience with semester 3</li> </ul>	<ul style="list-style-type: none"> <li>- Always get distracted by phone</li> <li>- Not good enough at presenting</li> <li>- Late</li> </ul>
Răzvan Dracopol	<ul style="list-style-type: none"> <li>- Proficient in HTML, CSS, JS, webflow</li> <li>- Prior experience with Figma, SQL, C#, C++</li> <li>- Basic understanding of adobe CC software, blender</li> </ul>	<ul style="list-style-type: none"> <li>- Time management</li> <li>- Public speaking</li> <li>- Documentation</li> </ul>
Justin Veenhuis	<ul style="list-style-type: none"> <li>- Designing, Figma</li> <li>- HTML and CSS</li> <li>- Able to work in both a team and solo environment</li> <li>- Eager to learn</li> <li>- After the start of an assignment, I can work and stay focused and get things done.</li> </ul>	<ul style="list-style-type: none"> <li>- JavaScript, React, Nextjs etc.</li> <li>- I don't have any other ICT &amp; Media design experience next to this study.</li> <li>- Starting on a new big assignment can be delayed and slow.</li> </ul>

## 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)
    - ii. Talk about problems or (un)predictable occurrences (suddenly sick, appointments) 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 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 has access to it for demonstration if one's unavailable.

## Commitments

We're committed to creating a top-tier product; therefore, we have a set of internal rules we all need to abide by to accomplish this. These commitments consist of rules regarding meetings, showing up and working together in general:

- We speak every workday about the project.
- We can be late if communicated prior without consequence
- If we cannot show up for some reason we communicate it with our team. *If possible, we can still contribute online to the work that must be done.*
- When conflicts arise, we come together as a team to work it out.
- If we are late with our promised work, others can take over said work and take credit for it (so we can keep on schedule, and nobody ignores their work/deadlines).

## Personal Goals and Commitments

Mariana - come to university on time, be less harsh under stress.

Sander - Getting better in a team environment with communication and working together. And also improve the version control in a team.

Briahna - I will start work immediately, focus on progress over perfection, and finish tasks on time. I will take breaks to manage stress, practice public speaking regularly, and make decisions quickly without overthinking.

Minh - I want to improve on my punctuality, but also my motivation throughout the semester.

Gessa - try to be more focused on work and avoid distractions, always looking for feedback, not to come late, guide the group with the experience I gained from the previous semester.

Razvan - learn three.js and ask for more feedback.

Justin - I am committed to: Starting on my work faster. I also want to improve my coding skills, which involve mastering HTML and CSS and improving at JS, PHP etc.

## Group Norms

For communication:

- WhatsApp
- Microsoft Teams

For file sharing:

- Microsoft Teams

For project management (checking the progress of the tasks):

- Trello

Every school day, a stand-up meeting is held (10-15 min.) at the beginning of OIL-time where everyone present can showcase their work. After everyone shares what they have done so far, we will leave a few minutes for any questions which anyone might have. If anyone has problems with certain tasks, someone else from the team will offer them help after the meeting is held.

## Roles

Mariana Kazakova – Research, Designer (Scrum Master)

Sander de Haart – Developer, Designer

Briahna Tila – Research, Designer

Minh Man Hoang – Designer

Gessa Wibisono – Developer

Răzvan Dracopol – Developer, Designer

Justin Veenhuis – (Design Focused) Developer, Designer

## 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

- a. 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.
- b. Our work should be functional and satisfy the minimum requirements.
- c. Our files should be named using lowercases without spaces.

## Consequences

**Strike System:** A strike will be given to a person if he fails to communicate with the team on various subjects such as being late, not meeting deadlines, etc. The strikes will be discussed as a team whether it needs to be applied. After 2 strikes the problem would be discussed with the group and after 3 strikes the problem would be brought to the attention of the teachers.