

MEMORANDUM

To: Walker White, Traci Nathans-Kelly

From: SampleCo (Netta Abramson, Jurek Cannon, Bert Daubney, Roseanne Lacy, Earl Rennoll, Pauletta Symons)

Subject: Team Charter for *SampleCo*

Date: Friday, January 23, 2014

The following is the charter for our group *SampleCo*. All team members have read and approve this charter. The team has also discussed our individual expectations for a grade in this course.

Team Roles

Paulette Symons (Project Leader). Paulette has a lot of experience on working with group projects in other courses. She is also friends with both the Software Lead (Bert Dudney) and the Design Lead (Netta Abramson), and can act as a bridge between these parts of the team. Paulette is a CS major, having most recently taken CS 3110. Therefore, she will help with programming in addition to her role as project leader.

Paulette's duties include the following:

- Assigning internal deadlines for the group members.
- Assigning the lead person for each course document.
- Gathering the write-ups from each team member into the two week report.
- Resolving any disputes between the programmers and the designers.
- Completing any programming tasks assigned by Bert.

Paulette's preferred e-mail is pjs223@cornell.edu.

Bert Daubney (Software Lead). Bert is a senior CS major and has taken multiple 5000-level systems courses. He has also done an internship at Google and has experience working on large software systems.

Bert's duties include the following:

- Assigning individual tasks to the other programmers (including the Project Leader).
- Resolving any disputes between programmers over interface design.
- Leading the creation of the architecture specification.

Bert's preferred e-mail is 133tC@dr@gmail.com.

Netta Abramson (Design Lead). Netta is an artist with several years of digital art experience. She even has her own web comic. She does not have any programming experience, but has taken 2450, and understands the basics of user interface design.

Netta's duties include the following:

- Creating the art and character assets for the game.
- Communicating with Bert about how to implement the character animations.
- Resolving any disputes with the other designer(s) about the visual theme.

Netta's preferred e-mail is `nma48@cornell.edu`.

Jurek Cannon (UX Lead). Jurek has taken INFO 3450 and has a lot of experience with user interface design. In another class, he designed the interface for an iPhone App. Jurek has some artistic background and is happy helping Netta out with additional art assets.

Jurek's duties include the following:

- Designing the menus and other user interface elements in the game.
- Providing Netta with additional art assets as necessary.
- Gathering playtesters for the game and recording the playtesting results.

Netta's preferred e-mail is `jc9999@cornell.edu`.

Earl Rennoll (Programmer). Earl has only taken 2110, but is really excited to be in the class. He claims that he is very good at finding bugs in programs.

Earl's duties include the following:

- Completing any programming tasks assigned by Bert.
- Testing the software for bugs before each release.
- Recording the minutes for the group meetings.

Earl's preferred e-mail is `exr5@cornell.edu`.

Roseanne Lacy (Programmer). Roseanna has taken both CS 2110 and CS 4620 and is very comfortable with Java. She can also compose simple songs in GarageBand.

Roseanne's duties include the following:

- Completing any programming tasks assigned by Bert.
- Testing the software for bugs before each release.
- Integrating music into the game, either original work or licensed music.

Roseanne's preferred e-mail is `ladyraven@hotmail.com`.

Team Coordination

Meeting Time. The team will have a meeting every Monday at 5pm in Duffield Atrium. Unless otherwise specified, everyone is expected to attend: both programmers and designers.

Minutes. At the end of each meeting, Earl will record a short summary of the meeting together with assigned tasks for each group member. This will be posted in the following Google doc:

<https://docs.google.com/document/d/12X8nC>

Communication. Outside of group meetings the team will communicate by e-mail, using their preferred addresses. Team members are expected to read their e-mail at least once a day and respond to within 24 hours. Exceptions are made for cases in which a team member has told Paulette ahead of time that they are going to be away from e-mail (for a trip or because of an assignment in another class).

File Sharing. The project source code will be stored in a GitHub repository that is set up just before Gameplay Prototype. The designers will put art assets in a Dropbox folder shared with the rest of the group. Roseanne will also store music in this Dropbox folder.

Conflict Resolution

Conflicts between team members will be resolved by the person in charge of that part of the game. That person will make a decision and all others must abide by it. For example, Bert will have the final decision in arguments over the right way to program something. Netta will have the final say over whether a certain art style is appropriate for the game.

If the other team members cannot abide by that decision, or if the team members cannot agree who is in charge of the disputed part of the game, we will approach the instructors for help resolving the dispute. We will accept the decision of the instructors. Afterwards we will revise this group charter so that the responsibility for the disputed part is more clear.

Missed Deadlines. A missed deadline is only excused if the team member contacts Paulette about the problem 48 hours before the deadline. Every time that a team member misses an internal deadline, he or she must treat the rest of the team to coffee at CTB. If a team member's delay causes a slip to the course deadline, this will be included in the two-week report for that milestone, with a recommendation that it affect the student's individual grade at the end of the semester.