

Patchwork Team Charter

Team Purpose and Goals

This team has been formed in order to fulfill an assignment. We formed a design agency.

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Hanna Csizmadia - h.csizmadia@student.fontys.nl , discord: esallowtra

Malou Bruil - maloubruil@gmail.com || discord: ishybun

Boris Yanev - b.yanev@student.fontys.nl discord: maliciousmmmm

Dylan Tromp - dylan.tromp@student.fontys.nl discord: mist233, mobile #: 6 45032521

Roles and Responsibilities

Boris: coding, repository

Hanna: design stuff, planning

Constantin: brainstorming, presenting, design stuff

Malou: quality assurance, design stuff

Dylan: Web Coding, design stuff, quality assurance, document handling, transferability management

Operating guidelines:

Communication is key, we will discuss important decisions.

Meetings will be planned upfront.

If you're not present and you don't reply online within 10 minutes, your opinion will be rejected.

When a task is finished, contact the scrum master, to plan future tasks.

Standup meetings, 11Am every school day.

Retrospect at every end of a sprint.

We communicate via Discord. This is also where we store (simple) documents.

Git will be used for version control.

Meeting guidelines:

- Don't be late. If something comes up, notify ahead of time.
- Communicate absence.
- Stick to deadlines.
- Never delete/overwrite files.
- Take the Team Charter rules into account. Exceptions can be discussed.
- Workflow processes are to be documented in Trello.
- If you run into problems or get stuck on a task, communicate through the designated Discord channels.

Operating guidelines on work schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Project	Portfolio	Project	Project	Self Choice
		Client meeting?		

Our values are punctuality, professionalism, and communication.

If these rules are not followed, we will discuss how to move forward. There *will* be repercussions. If it slows us down from our work, a teacher will be contacted.

Quality control should be done 2 days prior in case somebody is lacking in their work and behind the deadline. If so, proof of such a case should be documented in their portfolio.

Signatures :

Malou:



Constantin:



Dylan:



Hanna:



Boris:

