

Team Charter

Studio Platalea 🐦

Adeline, Jerryl, Aleksa, Jannes, András

	Adeline	Jerryl	Aleksa	Jannes	András
Strengths:	Creative, Able to work under pressure, Patience	Cool headed, Slight design basics, Programming	Problem-solving, Communication, Creativity	Creative, problem solving, focus on accessibility	Programming, Problem solving
Weaknesses:	Brain malfunction sometimes, need some motivation	Tend to get distracted easily.	Presenting, easily distracted	Deadlines, easily distracted, lack of motivation	Unable to maintain motivation, Sleep

	Adeline	Jerryl	Aleksa	Jannes	András
Specialization	User-craft Design	Front-End Web Wizard	User-Craft Design	Front-End Web Wizard	Front-End Web Wizard
Roles	Designer, User Researcher	Team Lead, Presenter, Strategist, User Researcher.	Coordinator, Designer	Designer, Researcher	Developer, Presenter

Group Norm:

As a group we should have great communication among the group, being able to respect each other and their decisions.

As a group we aim for an above average workload and output(Good at best if not Satisfactory) for this project.

Communication:

- Discord
- WhatsApp

Documentation:

- Google Drive ex. Docs, etc
- Discord

Working in Agile and SCRUM:

As a group we will be working in 2-week sprints. We will plan accordingly to what is needed for that sprint.

To keep track of the 2-week sprints we will be using Trello to track our progress. It will include the list of tasks and show what products have to be made in each sprint.

We will hold Sprint Planning every two weeks, daily check-ins during school days for quick progress updates, Sprint Reviews to present work, and Retrospectives to discuss improvements.

We will have peer reviews every two weeks to assess everyone's progress. If there are any problems or issues, we will have to adapt the tasks to keep the workflow steady.

RULE	if broken	exceptions
Always be on time <i>consequence only applies to unjustified late comings.</i>	Go to appt in the break and get a snack for the team	Sick, Train/bus/traffic delays, up to 30 minutes if communicated (more lenient for Jerryl since he lives far).
Always be present (present in the day) <i>consequence only applies to unjustified absence.</i>	Teacher will be notified of absence.	Sick, Train problems, Personal things, Holiday (if communicated early enough 2 - 4 weeks)

<p>Finish given tasks</p> <p><i>consequence only applies to unjustified task difficulties.</i></p>	<p>Will be reported to the teacher</p> <p>Consistent actions will need to be taken more seriously and be discussed with the teachers on proper handling/punishment.</p>	<p>Laptop problems (if online lend laptop),</p> <p>Skill issue/struggling with task (ask for help on time)</p>
<p>Don't leave before 3pm</p> <p><i>consequence only applies to unjustified early leave.</i></p>	<p>Go to appie in the break and get a snack for the team next day</p>	<p>Sick,</p> <p>If work is done,</p> <p>Planned events which require travel and/or preparation.</p>

Project Agreement Contract

Project Name: Studio Platalea

Date: 12/02/2025

1. Purpose of the Agreement

This agreement is established to ensure that all project members understand and commit to upholding the project's rules, responsibilities, and deliverables. It is crucial for all members to work in alignment with these guidelines to achieve a successful project outcome.

2. Project Rules and Responsibilities

Each member agrees to:

- **Complete Tasks:** Perform assigned tasks within agreed-upon timelines and meet quality standards.
- **Communicate Effectively:** Maintain open and constructive communication with other team members.
- **Respect Deadlines and Project Guidelines:** Adhere to established project guidelines, deadlines, and protocols.
- **Conduct and Professionalism:** Maintain professional conduct that fosters a positive and collaborative environment.
- Follow the project rule table as well.

3. Breach of Agreement

If a member consistently fails to uphold these rules, responsibilities, or any task completion, the following steps may be taken:

1. **Initial Warning:** A verbal or written warning will be given to address the issue and set clear expectations for improvement.
2. **Formal Review:** If issues persist, a formal review will take place with the project leader and team, providing another opportunity for improvement and clarification of expectations.
3. **Final Action:** If no adequate improvement is observed or if the member repeatedly disregards the agreement, they may face **expulsion from the project**. Any serious matters arising from continued breaches could result in additional steps deemed necessary by the project leadership.
4. Follow the project rule table as well.

4. Acknowledgment and Acceptance

By signing below, each project member agrees to adhere to the terms of this agreement, understanding that failure to comply may lead to the above consequences.

Signatures:

Member Name: _____ Adeline Agna V _____ **Date:** ____ 12/02/2025 ____

Signature: _____

Member Name: _____ Jerryl Alcantara _____ **Date:** ____ 12/02/2025 ____

Signature: _____

Member Name: _____ Aleksa Gramatikova _____ **Date:** ____ 12/02/2025 ____

Signature: _____

Member Name: _____ Jannes van de Boogaert _____ **Date:** ____ 12/02/2025 ____

Signature: _____

Member Name: _____ András Kassai _____ **Date:** ____ 12/02/2025 ____

Signature: _____