Team Charter

Team Name : 24-S2-2-C EduKATE

Purpose

To empower young girls with foundational coding skills through the development of our interactive, educational robotic dog app, fostering interest and competence in STEM from an early age.

Objectives

1. General App
2. Picture block coding language
3. Word block coding language

Members

Name	Role
Dong-Jhang, Wu	Backend mangement
Yi Wang	Front-end,or backend
Siyi Liu	Backend developer
Finn McClusky	Project Manager, Backend developer
Wenjing Qi	UI & Front-end developer
Wenhui Shi	UI & UX, front end developer
Rifang Zhou	Database developer

Milestones

No.	**Name**	**Description**	**Due date**
1	App framework	Initial structure	week4
2	Basic app demo	First functional prototype	week6

3	Blocking language	Visual coding blocks	week10

Communication

- **Meetings:**

  Our meeting schedule is flexible. It can be online or in-person, whatever works best for the team. We will meet once a week to stay on track and make sure everyone is informed.

- **Decision Making:**
  1. Consensus: We try to reach an agreement together. If this is difficult, we will discuss it in depth.
  2. Vote: If we can't agree, we'll take a vote. Majority votes win, but we also remember what others think.
  3. Leadership decisions: Team leaders have the final say on major matters, but they listen to everyone first.
  4. Problem Solver: If we're really at an impasse, we ask our superiors to help us make a decision.
  5. Record keeping: We keep track of our choices and why we made them, so everyone knows what happened.
  6. Periodically review: We review our choices from time to time to see if they still fit.

Conflict Resolution

1. Open communication: If a problem arises, let's discuss it openly. No secrets, just frank conversations.
2. Active listening: We listen when others speak. We try to understand their point of view before responding.
3. Respect differences: It's okay to disagree. We just have to disagree in a way that respects everyone.
4. Cooling-off period: If things get heated, we take a break. This is a time to calm down and think.

5. Mediation: If we can't solve it ourselves, we ask a neutral person to help us find a solution.
6. Agree: Once we find a solution, we agree to it and move forward together.

Evaluation and Feedback

Purpose: To improve the quality of our projects through constructive feedback exchange.

Goal: Make sure feedback is clear, concise, and useful.

- **Timeline**:
    - Week 3: Provide initial feedback and establish project direction
    - Week 6: Mid-term assessment to ensure continued progress
    - Week 10: Final evaluation and refinement of project
- **Components**:
    - Tag Reports: Provide ratings and comments on the conformity of work to standards
    - Team Contributions: Evaluate and comment on the performance of each member
    - Quality Control: Ensure that feedback is relevant and to the point
- Standard: Feedback should be fact-based, specific, and guide improvement.
- Actionability: Feedback should be practical and clearly indicate enhancements.
- Conciseness: Comments should be concise and focused on the main points.
- Confidentiality: Privacy is maintained during the feedback process to establish trust.

Signatures

1. Siyi Liu
2. Wenjing Qi
3. Yi Wang
4. Dong-Jhang, Wu
5. Finn McClusky
6. Wenhui Shi
7. Rifang Zhou