Team Charter

This team charter serves as a record of our agreed processes and commitments.

🗓 Our Team

- Lucas Botelho de Souza
- Nural Choudhury
- Linda Fitzgerald
- Dan McKinley
- Luke Morrisby

🗓 Our project goal

Create a 2D isometric-like hack and slash game using Machine Learning as the implementation of AI for enemies.

🗓 Scope of Work

The scope of work is predefined in our module assignment.

Assignment 1: Demonstration and Pitch (30%)
Our team is required to deliver a **final artefact demonstration** and corresponding **pitch presentation**. The submission should include the planning documentation, pitch deck, 10-minute presentation video, and a three-minute demo video that showcases the final artefact.

To complete this assignment, our **team leader** needs to submit:

1. A 10-minute video documenting the delivery of the **pitch presentation**.
2. The **pitch deck** (including notes per slide).
3. Pitch presentation **planning** documentation.
4. Three-minute demonstration video.

Assignment 2: Individual Contribution to Artefact – Development Log (70%)
We are expected to maintain a development log that will evidence our individual contribution to the team work. Hosted as part of our ongoing journals, and entries should include consideration for:

- Research
- Any significant findings of the chosen theme(s)
- Specialist practice
- Team coordination
- User testing
- Reflection
- Anything else you feel is relevant

This assignment is our chance to evidence everything we did to support the team, not just the work that made it into the final project.

While the assignment does not directly mention a game, we have decided to create a 2D isometric hack and slash game with Machine Learning integration.

🗓 Project timeline and deliverables

We have 12 weeks to deliver our final artefact demonstration and corresponding pitch presentation.

The submission should include:

- Planning documentation
- A Pitch deck
- A 10-minute presentation video

- A three-minute demo video that showcases the final artefact
- A link to our individual ongoing journals

We also have an opportunity to present the pitch to a live audience in Week 6.

Team members and their interests, skills, and competencies

- **Lucas Botelho de Souza**, based in Brussels and has experience in Game design and development, and C# Unity.
- **Nural Choudhury**, based in London, has experience in Design Thinking, Brand, UX and Leadership.
- **Linda Fitzgerald**, based in Belgrade. Has Java, Mobile development experience and is a Visual Designer.
- **Dan McKinley,** based in South London, has Artistic ability, Game design and C# Unity experience.
- **Luke Morrisby**, based in Northern Ireland and London. Has artistic ability and is a Key artworker for a game design company.

Team Roles

As a team we have agreed the following areas of responsibility.

- Lucas Botelho de Souza = Machine-Learning lead & game developer
- Nural Choudhury = Game Narrative writer, Team leader & Programme manager
- Linda Fitzgerald = UX, UI & Accessibility
- Daniel McKinley = Game designer, developer & 3D art
- Luke Morrisby = Creative & Key artworker

Group Working Strategy

As a team, we choose to align to the Group Work Strategy created by Falmouth University. Link

Team Norms

Golden Hours

These hours would be used as windows when team members could expect replies back on chat and when we could arrange meetings and times we should commit to making ourselves available.

Our teams golden working hours for collaboration are:
Tue – 19:00-22:00 (BST)
Wed – 19:00-22:00 (BST)
Thu – 19:00-22:00 (BST)
Sun – 14:00-16:00 (BST)

Time commitment

The course is part-time and designed for 300 hours. That works out at 25 per week over 12 weeks and our expected contribution.

So we can manage our personal lives and individual contribution efforts, we agree to commit 20% (5hrs per week) to meetings and group workshops.

Project management approach

Our project will follow a sprint cycle and agile development. The team leader will ensure the project runs smoothly and arrange group retrospective sessions. In these sessions, team members will have the opportunity to receive feedback to inform decisions and influence project management.

Sprints cycles will also run from Tuesday - Monday, however the sprint length is flexible. (1-week or 2-week)

Scrum events will be run on the following schedule:

- **Daily Scrums** - No, however, team members can communicate and provide updates via the '#update' Channel in Discord. Please see **Decision Making and Feedback** for further details.

- **Scrum Review** - Held every Tuesday at 19:00 BST
- **Sprint Retrospective** - Held every Tuesday at 19:15 BST
- **Spring Planning** - Held every Tuesday at 19:30 BST

Channels of communication

- Discord
- Email

Agreed Software and Frameworks

- Jira
- Confluence
- Git
- Unity
- Figma

Meeting Management

A 30-minutes for our tutor meeting will be held on Wednesdays at 20:00 BST, with a regular weekly team meeting on either a Tuesday or Wednesday at 19:00 BST.

The meeting chair will record meetings and minutes logged in Confluence.

Anyone in the team can arrange meetings. However, a quorum of 3 team members must be present as decisions will be invalid otherwise.

Meeting Behaviour Norms (Code of Conduct)

- Listen without interrupting
- Be open and honest
- Give honest feedback

Decision Making and Feedback

During the development of our product team, members will have the opportunity to receive feedback to inform decisions and ensure the project is running smoothly.

Peer: During peer review sessions, studio practice and organised playtest sessions, students will give feedback on each other's artefacts and working practices.

Crits: If a team member requires a full crit session, a quorum of 3 team members must be present as decisions will be invalid otherwise.

Supervisor Meetings: In the interest of collaboration, each team will lead at least **one** supervisor meeting. Allowing everyone to be heard and gain experience in directed feedback sessions.

Handling Conflict

Any issues that appear in the team should first aim to be resolved internally and informally. Suppose problems continue or the team feel uncomfortable handling the issue. In that case, the Supervisor can intervene and hold an intervention meeting noted in a teams file alongside any outcomes and forwarded to the module leader.

More severe cases may require the use of the University's 'Health, Wellbeing and Fitness to Study Policy' or the department's 'Student in Jeopardy' process, in which case the matter should be passed onto the appropriate Head of Subject. Teams can be amended at this point or following a mid-term review.

Team Dissolution and Redeployment of Students

If a team is dissolved following a mid-term review or an intervention meeting, then the following can happen:

- Two teams are formed from the original group members.
- Each group member is assigned to different teams (this could include the agency project)
- It may be deemed beneficial to redeploy one or more individuals without necessarily dissolving the entire team.

> ℹ️ **Performance Measurement**

Our team's performance is measured at every Scrum Review and Sprint Retrospective.

When individuals feel others are not contributing, the **'Handling Conflict'** process will be followed as set out in this charter.

END

We, the undersigned, have read and understood all the above and the **team charter**.

Digital Signatures

@ Nural Choudhury

@ Linda Fitzgerald

@ Daniel McKinley

@ Luke Morrisby

@ Lucas Souza