

Team Charter



Team purpose and goals 2

People and Contact Information 2

Strengths and weaknesses 2

Team roles and responsibilities 3

Communication plan 3

Decision Making 3

Meeting guidelines 4

Rules 4

Signatures 5

Version control	Date
1.0	02.09.2025
1.1	03.09.2025
1.2	10.09.2025

Team purpose and goals

The purpose of this team is to form a temporary agency, pitch to clients and solve their problems within our project.

People and Contact Information

The team members are:

- Erem Aliev
- Tina Shingrani
- Michelle Lit
- Dimo Stoyanov
- Eline Stax

Student information:

Erem Aliev: 5109973 (tel: +359877001416)

Tina Shingrani: 5425468 (tel: +310649948741)

Michelle Lit: 5364794 (tel: +31 6 26165694)

Dimo Stoyanov: 5501032 (tel: +31657021320)

Eline Stax: 5482135 (tel: +31 6 81642059)

Strengths and weaknesses

	Strengths	Weaknesses
Erem	Figma, Funny, brainstorming, C#, Creative and perfectionist, planning, storytelling, Unity, pixelart, communication	Postpones a lot, can be very biased, ADHD, Dyslexic, bad documentation
Tina	HTML, CSS, Figma, presenting, storytelling, planning, directing, creative, humor, bargaining	JS, Git, sometimes total brain fog and humor

Michelle	Team harmony, quality control, Adobe Photoshop, creative, random knowledge, Figma, HTML, CSS, Git, jack of all trades	Can be stuck on small details, social skills (autism), forgetfulness (ADHD), brain fog, fluctuating energy, insecurity
Dimo	HTML, CSS, Figma, Adobe Photoshop, brainstorming & designing. I'm also good at: JS, Adobe Illustrator and working in a group.	Git, coding, postponing, planning, not seeking validation sometimes.
Eline	Web designing, 3D designing, coding in HTML and CSS. Creative and perfectionist. I speak both Dutch and English.	Presenting, remembering detailed words and coding in JS

Team roles and responsibilities

Erem**	Tina**	Michelle**	Dimo**	Eline**
Designer	Spokesperson	Quality controller	Researcher	Team leader / product owner
Moodboard curator	Communications coordinator	Feedback collector	Marketing / branding	Timekeeper / planner / scrum master
Software specialist; krita, unity etc	Presenter	Documentor illustrator	Brainstorm facilitator	File manager

**** Although we have put set areas of team roles for everyone, we agreed to help one other out where one might do more of someone else' role etc. We want to give each other an equal chance to show their leadership- and professional skills throughout the semester. ****

Communication plan

We communicate mostly within the school's campus in classes or the oil. If not, the platforms we will be using are Teams, Outlook, WhatsApp. These apps won't only help as communication tool but also store our work in files/links etc

Decision Making

This takes place as a group. We would show each other the process of the work and if something needs fixing (or not) we make sure to speak about this as a group and take

the decision after everyone has the same opinion on the matter. If this isn't the case, we try to find a solution by still conversing with one another about the matter.

Meeting guidelines

- We meet every day from Monday through Thursday at the given time on the schedule (Mondays & Wednesdays 09:00-12:00, Tuesdays & Thursdays 09:00-16:00).
- Upon arrival max 15 min daily stand-up meeting to converse about the planning and goals of the day. Assures goal clearer within the team.
- If needed, we can always plan team calls remotely or meet on Fridays for extra group work.

Rules

- When someone is late 3 times or more which is considered as one strike (we consider 9:20 or later, late) without a proper reason (sick, accident on the way, delayed bus/train, family emergency, etc) they bring a healthy snack (fruits, protein bars, yoghurt cups, cucumber etc.) daily for the upcoming week in the break time for the team.
- When someone does not appear at all to school without informing us and especially if it's unreasonable, this will count as an automatic 1 strike (3 lates)
- When someone gathers 3 strikes, as a group we gather and talk whether this person shall be removed from the group or not.
- If you are unengaged in the project (too much on the phone; lack of communication; lack of interest; almost no participation from their side or has problematic behavior) we make sure to talk about this with them first but if the behavior continues we must act by either bringing this to the teacher/coach or kick the person out of the team.
- When someone is late or absent, they have to let the rest of the group know in advance.
- Every sprint (or 2 weeks) we will have a team retrospective to see how the process goes and what we can do better. This serves as reflection.
- Coffee-/smoke-/bathroom breaks cannot take longer than 15 minutes. (or just do this in lunch break if possible)
- If there's a discussion between team members, this should be handled within the team to a point where everyone's on the same page. If this gets out of hand, bring this matter to the teacher/coach.
- Leaving before 4pm must be communicated among the group since usually this isn't permitted but in case of some appointment or finished work.
- You can use AI for inspiration but not for final products.

Signatures

- Erem Aliev

A stylized, cursive handwritten signature in black ink, consisting of several large, flowing loops and a long horizontal stroke at the bottom.

- Tina Shingrani

A handwritten signature in black ink, featuring a complex, overlapping structure with a prominent vertical stroke extending downwards.

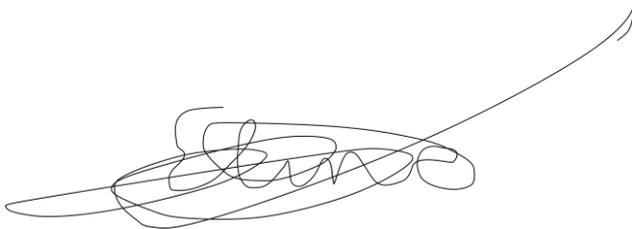
- Michelle Lit

A handwritten signature in black ink, characterized by a large, rounded initial 'M' followed by a smaller 'L' and a small star-like flourish at the end.

- Dimo Stoyanov

A handwritten signature in black ink, starting with a large, rounded 'D' and ending with a long, horizontal, slightly wavy stroke.

- Eline Stax

A handwritten signature in black ink, featuring a series of overlapping loops and a long, sweeping horizontal stroke that extends to the right.