



PJM6810: Principles of Agile Management

Professor Mimi Wan

TEAM CHARTER

Group 3

Bismark Owusu Afriyie

Dhruvi Ketan Sheth

Junaid Khan

Urja Ishwarbhai Trada

Yashika Bhawar

Date: May 26, 2025

Table of Contents

1. INTRODUCTION AND PURPOSE	3
2. TEAM BACKGROUND	4
3. TEAM TOOLS AND COMMUNICATION PLAN	5
4. TEAM ROLES AND RESPONSIBILITIES	7
5. TEAM GROUND RULES	8
6. WORK PLAN AND MILESTONES	9
7. ROTATION SCHEDULE	12
8. REVIEW AND EVALUATION	13
9. SIGN-OFF PAGE	14

The Case Study

Time-Traveling Maze

1. INTRODUCTION AND PURPOSE

This team charter serves as a foundational document that outlines the roles, expectations, and duties of each team member. Its primary purpose is to make sure everyone is aligned with common goals and adheres to established processes, which helps create a structured and efficient team setting. The charter plays a crucial role in guiding the team's activities, setting rules for collaboration and decision-making, and specifying clear standards for communication and responsibility.

Purpose:

The purpose of this team charter is to create an understanding on how the team will collaborate to design and develop an engaging, educational, and age- appropriate time traveling maze game for children. This project aims to blend entertainment with learning by transporting players through a series of era-themed mazes ranging from the prehistoric age to the distant future, each filled with unique challenges, puzzles, and culture references.

Our intention is to foster an environment where children can develop problem-solving and critical thinking skills while having fun. By integrating historical and futuristic elements into the gameplay, the game will subtly introduce players to different time periods, encouraging them to learn about history and imagine the possibilities of the future. The inclusion of hidden clues and artifacts will promote exploration and attention to detail, while the timer and level transitions will help build time management and perseverance.

The project also serves as a creative and collaborative opportunity for the team, bringing together talents in game design, art, coding, music, and storytelling. By focusing on age-appropriate visuals, sounds, and mechanics, we aim to ensure the game is accessible, safe, and enjoyable for our young audience. Additionally, the project is structured to be completed within a five-week timeframe, emphasizing efficient teamwork, clear communication, and resourceful use of assets.

Ultimately, the purpose is to deliver a polished, memorable, and meaningful gaming experience that entertains, educates, and inspires children, while also providing rewarding development process for the entire team.

2. TEAM BACKGROUND

Name	Contact Information	Background
Bismark Owusu Afriyie	owusuafrিয়ে.b@northeastern.edu +1 (617) 892-2081	Education: Master of Project Management
		Experience: Integrated Marketing Communication
Dhruvi Sheth	sheth.dhruvi@northeastern.edu +1(617) 935-8495	Education: Bachelor of Commerce, Master of Commerce, MS Project Management
		Experience: Senior Executive (Operations Department) in a Logistics Firm for around 2 years.
Junaid Khan	khan.ju@northeastern.edu +1 (857) 269-5276	Education: Master of Project Management
		Experience: Automotive production, infrastructure coordination, quality control, and digital content migration,
Urja Trada	trada.u@northeastern.edu +1 (857) 351-3864	Education: Master of Project Management
		Experience: Worked at Larsen & Toubro Limited for 2 months and Wreltt Polymers Pvt. Ltd. For 3 months.
Yashika Bhawar	bhawar.y@northeastern.edu + 1 (617) 858-9907	Education: Bachelor of Commerce, MBA, MS Project Management
		Experience: Technical Content Communication

3. TEAM TOOLS AND COMMUNICATION PLAN

At every stage of the project, the team leader will supervise the team and offer ideas and direction to minimize possible conflicts and promote structured communication. This proactive approach is essential for preserving project momentum and guaranteeing team cohesion. The following resources will be utilized by the team to support our communication strategy:

Outlook: This will serve as our main official channel of contact. The formal channel of communication for exchanging important documents, updating projects, and monitoring interactions will be Outlook. This guarantees that every letter is readily available and recorded.

WhatsApp: For frequent, casual conversation, this will be our preferred app. Quick information updates, spontaneous conversations, and effective meeting scheduling are all made possible by this platform. Our team will work together more effectively and get more involved if we use a less formal communication channel.

Our main workstation for creating materials and documents will be Microsoft Office. This include producing reports, giving presentations, and working together on shared documents. As a result, our project outcomes will be reliable and of excellent quality in terms of our knowledge and expertise in Office Suite technology.

Microsoft Teams: This application will facilitate better teamwork during discussions and interactions. File sharing, structured discussions, and real-time communication through designated channels are all made possible by this platform. In virtual meetings, teams will be especially helpful because they enable active participation from any location.

In-person and Online Meetings: Depending on their schedules and availability, each team member will participate in one in-person meeting and two online sessions each week. This will facilitate better problem-solving and more frequent check-ins.

Team Meetings Schedule

Day	Time	Mode	Agenda
Monday	3:00- 5:00 PM	Virtual Meeting, MS Teams/Zoom	In this meeting, we will cover updates, tackle any challenges and help team members overcome any obstacles they might be encountering.
Wednesday	3:00- 5:00 PM	Follow-up call	Address any questions about the upcoming assignment and go over the feedback from last week's work.
Thursday	3:00- 5:00 PM	In Person, On Campus	The team will discuss the assignment, create a plan and delegate tasks to each member. The team will gather and review the final work before submitting it.

Response Time

- Team members are expected to respond to messages/ emails within 24 hours on weekdays and 48 hours on weekends.

Decision Making

- Involve every team member in the process to ensure different perspectives.
- Collect all relevant data and viewpoints for a comprehensive understanding.
- Brainstorm and explore various possibilities and their potential outcomes through collective discussion.
- Pinpoint all the crucial factors that could influence the decision.
- Use tools like SWOT analysis and risk assessments to systematically evaluate options.
- Allow every team member to voice their thoughts and suggestions freely and keep an open discussion.
- Evaluate the pros and cons of each option to find the best fit.
- Aim to reach a consensus that aligns with project goals and values and use democratic voting if consensus is not achieved.
- Incorporate diverse viewpoints to aim for the best possible project outcomes.

Conflict Management

Conflict Resolution Techniques
<ul style="list-style-type: none"> • Open Communication and finding common grounds for agreement. • Conducting meetings with specified roles and clarity in responsibilities • Facilitating open discussions with equal say among all members. • Mutual understanding about personalities and third-person mediation in terms of clashes. • Appreciating Constructive Criticism among team members.

4. TEAM ROLES AND RESPONSIBILITIES

Name	Role	Responsibilities
Junaid Khan	Maze Designer	<ul style="list-style-type: none"> • Design the layout of each maze level across eras • Ensure logical flow and increasing complexity across levels • Collaborate with coder for movement pathways and puzzle interactions
Bismark Owusu Afriyie	Era- Themed Artist	<ul style="list-style-type: none"> • Create visuals and illustrations representing different historical and future time periods • Ensure thematic consistency across mazes • Work closely with Maze Designer and Storyline writer for accurate visual storytelling
Urja Ishwarbhai Trada	Coder	<ul style="list-style-type: none"> • Implement game logic, sprite behaviors, and level transitions in Scratch • Integrate maze design and visuals into the platform • Debug and optimize game performance
Dhruvi Ketan Sheth	Sound/Music Curator	<ul style="list-style-type: none"> • Source or create age-appropriate sound effects and background music • Align sound design with each era and gameplay action • Ensure sound elements enhance engagement and learning
Yashika Bhawar	QA+ Storyline Writer	<ul style="list-style-type: none"> • Craft engaging storylines to tie each time-travel era together • Write dialogue, clues, and artifact narratives • Perform quality assurance testing for bugs, flow, and user experience

5. TEAM GROUND RULES

To ensure smooth collaboration and accountability throughout the project, our team has established a clear set of ground rules. These rules guide how we communicate, manage tasks, and work together across our rotating roles. They help us stay aligned, respectful, and focused on delivering a successful game within the Agile framework.

Meeting Protocol

- Meeting will begin and end as scheduled to respect everyone's time. It is expected that every team member will arrive for the meeting on time.
- Each team member will contribute updates based on their assigned role for the sprint (Maze Designer, Era-Themed Artist, Coder, Sound Curator, or QA + Storyliner).
- Discussions will follow a round-table format, ensuring everyone has equal opportunity to share ideas and progress.
- Action items will be clarified before the end of each meeting, and any blockers will be acknowledged early.

Communication Channels

- WhatsApp will serve as the main day-to-day communication platform for sharing updates, quick questions, and reminders.
- Email will be used for submitting formal documents or files when necessary.
- Members are expected to respond to messages within 24 hours unless otherwise communicated.
- The team will maintain a shared calendar or task board (via Trello or Microsoft Planner), which must be kept updated with key deadlines and dependencies.

Task Ownership

- Tasks are assigned during meetings and each member has ownership and is accountable for their completion.
- Members are expected to take full ownership of their weekly responsibilities, including communication of progress or delays.
- If tasks are interconnected (e.g., sound depends on visuals), members will proactively communicate to prevent bottlenecks.

Confidentiality and Respect

- All creative materials—art, storylines, sound assets, and code—must be treated as team intellectual property and kept confidential.
- Respectful collaboration is a must. Constructive feedback, active listening, and support for one another's work is always encouraged.
- Every member is expected to contribute ideas and help solve problems beyond just their weekly role when needed.

Continuous Improvement

- After every sprint, the team will conduct a retrospective to reflect on what went well, what didn't, and how to improve next week.

- Feedback will be gathered across all roles, especially from the QA + Storyliner, to track issues in flow, logic, or engagement.
- Team members are encouraged to reflect on their individual performance and team collaboration, with the goal of growing together creatively and professionally.

By following these shared expectations, we aim to build a positive team dynamic where creativity, ownership, and continuous learning thrive. These ground rules will not only keep us on track but also foster a sense of trust and shared responsibility as we work toward a common goal.

6. WORK PLAN AND MILESTONES

As an Agile team practicing Scrum, our work plan will be iterative and adaptive, focusing on delivering a playable "Time-Traveling Maze" game within the five-week timeframe provided by the course. We will utilize [Trello](#) to manage our backlog, sprints, and tasks, ensuring transparency and efficient collaboration in line with the course assignments. Our overall project timeline and key milestones, aligning with the course's sprint schedule, are outlined below:

Phased Approach: 5 Sprints, 5 Weeks

We will break down the development into weekly sprints, with each sprint culminating in a review of demonstrable progress and addressing specific course assignments.

I. Sprint 1: Foundation & Project Backlog (May 26 - June 1)

Course Assignment Alignment: Week 2 Sprint 1 - Project Backlog Build out (Due Jun 2) & Week 1 Retrospective with AI (Due Jun 1).

Goal: Establish the foundational game structure, define initial requirements as user stories, and build out the core product backlog in Trello.

Key Activities:

Product Backlog Elaboration: Transform initial game features (character movement, maze elements, timer, level transitions, hidden clues) into detailed user stories in Trello.

User Story Prioritization: Rank user stories based on value and dependencies.

Initial Estimation: Assign preliminary effort estimates (e.g., Story Points) to the high-priority user stories.

Sprint Planning 1: Define the Sprint 1 goal and select a subset of core user stories to be completed.

Basic Game Setup: Begin setting up the Scratch project, creating the main character sprite, and the initial maze layout for the "Prehistoric" era.

Trello Setup: Full configuration of the tool for backlog management and sprint tracking.

Milestone: Completed Product Backlog in Trello & Playable Alpha Version 1.0 (Basic Character Movement in one maze)

II. Sprint 2: Core Mechanics & Task Estimation (June 2 - June 8)

Course Assignment Alignment: Week 3 Sprint 2 Task Estimation for Effort and Value (Due Jun 9) & Week 2 Sprint 1 Discussion Mountain Climb Retro (Due Jun 8) & Week 3 Retrospective (Due Jun 8).

Goal: Implement core game mechanics, integrate initial obstacles, and conduct detailed task estimation for the next sprint.

Key Activities:

Sprint Planning 2: Define Sprint 2 goal, select user stories focusing on integrating core features like the timer and basic obstacles.

Detailed Task Estimation: Break down selected user stories into smaller tasks and estimate effort, contributing to the Week 3 assignment.

Era 2 Implementation: Begin designing and coding the "Medieval" maze, including its unique obstacles and visual elements.

Timer Logic: Implement the functional timer feature within the game.

Initial Obstacles: Code basic obstacle interactions for the first two eras.

Sprint Review 1: Demonstrate progress on Sprint 1's completed work.

Sprint Retrospective 1: Reflect on team performance and process for Sprint 1.

Milestone: Playable Alpha Version 2.0 (Two Eras, Basic Obstacles, Functional Timer) & Detailed Task Estimates for Sprint 3

III. Sprint 3: Elaboration & Feature Refinement (June 9 - June 15)

Course Assignment Alignment: Week 4 - Sprint 2 Backlog Elaboration and User Stories (Due Jun 16) & Week 4 Sprint 2 Discussion Starfish Retrospective (Due Jun 15).

Goal: Elaborate on remaining backlog items, implement hidden clues, and refine existing features.

Key Activities:

Sprint Planning 3: Define the Sprint 3 goal, select user stories for hidden clues and enhanced transitions.

Backlog Elaboration: Further refine and add detail to remaining user stories in the product backlog, aligning with the Week 4 assignment.

Hidden Clues Implementation: Code for finding and interacting with hidden clues within the mazes.

Improved Level Transitions: Enhance visual and logical transitions between different eras.

Sound/Music Expansion: Add more thematic sounds and music for the completed eras.

Storyline Integration: Develop and integrate more of the game's narrative elements.

Continuous QA: Ongoing testing and bug fixing as new features are integrated.

Sprint Review 2 & Retrospective 2: Demonstrate Sprint 2 progress and reflect on the team's process.

Milestone: Feature-Rich Beta Version (Hidden Clues, Polished Transitions) & Refined Product Backlog.

IV. Sprint 4: Final Era & Final Sprint (June 16 - June 22)

Course Assignment Alignment: Week 5 Sprint 4 Final Sprint (Due Jun 23) & Week 5 Retrospective Speed Car and the Abyss (Due Jun 22).

Goal: Implement the final era, conduct comprehensive testing, and prepare for the final presentation.

Key Activities:

Sprint Planning 4: Focus on completing the final "Future" era and extensive testing.

Final Era Implementation: Design and code the "Future" maze with its unique assets and challenges.

Comprehensive Testing: Team-wide quality assurance to identify and prioritize all remaining bugs.

Bug Fixing & Performance Optimization: Address critical bugs and ensure the game runs smoothly.

Final Art/Sound Polish: Implement any remaining visual or audio assets.

Sprint Review 3 & Retrospective 3: Demonstrate Sprint 3 progress and conduct a final process review before the last push.

Milestone: Near-Final Game Version (All Eras Complete, Bug Resolution in Progress)

V. Sprint 5: Final Presentation & Course Retro (June 23 - June 25)

Course Assignment Alignment: Week 6 - Final Team Presentation (Due Jun 23) & Week 6 Course Retro (Due Jun 24).

Goal: Conduct final testing, prepare the team presentation, and submit all deliverables.

Key Activities:

Final Bug Squashing: Address any high-priority, last-minute issues.

Game Packaging & Submission: Ensure the game is ready for submission on the Scratch platform.

Presentation Preparation: Finalize the team's presentation slides and content for the final review.

Documentation Finalization: Complete any remaining project documentation.

Sprint Review 4 & Retrospective 4: Demonstrate the completed game and conduct the final sprint retrospective.

Milestone: Final Game Submission & Team Presentation Ready

Agile Process and Tools:

a. Trello for Backlog Management: We will maintain a dynamic product backlog on Trello, comprising all identified features, enhancements, and bug fixes.

b. Sprint Planning: Held at the beginning of each week to define the sprint goal and select tasks or co-ordinate tasks on our informal communication channel.

c. Daily Stand-ups (Scrum): Brief daily meetings to align on progress, discuss impediments, and plan for the day (if possible).

d. Sprint Review: At the end of each week, we will demonstrate the completed work to the Professor and gather feedback.

e. Sprint Retrospective: After each Sprint Review, we will reflect on our process, identify what went well, what could be improved, and create actionable items for the next sprint. We will invite the Professor to such retrospective meetings.

7. ROTATION SCHEDULE

Week	Maze Designer	Era-Themed Artist	Coder	Sound Curator	QA + Storyliner
GA1	Junaid Khan	Bismark Owusu Afriyie	Urja Ishwarbhai Trada	Dhruvi Ketan Sheth	Yashika Bhawar
GA2	Bismark Owusu Afriyie	Urja Ishwarbhai Trada	Dhruvi Ketan Sheth	Yashika Bhawar	Junaid Khan
GA3	Urja Ishwarbhai Trada	Dhruvi Ketan Sheth	Yashika Bhawar	Junaid Khan	Bismark Owusu Afriyie
GA4	Dhruvi Ketan Sheth	Yashika Bhawar	Junaid Khan	Bismark Owusu Afriyie	Urja Ishwarbhai Trada
GA5	Yashika Bhawar	Junaid Khan	Bismark Owusu Afriyie	Urja Ishwarbhai Trada	Dhruvi Ketan Sheth

Performance Expectations

- Each team member is expected to fulfil the duties of their weekly role with commitment and creativity.
- Active participation in weekly meetings and sprint planning is required.
- Team members must update task boards (Trello or Microsoft Planner) regularly and notify the group of delays or blockers.
- Members are encouraged to collaborate cross-functionally, assist peers, and contribute ideas beyond assigned tasks.

- All contributions should align with the sprint goals and maintain a high quality of output.

Accountability Measures

- **Weekly Stand-Ups:** Team members will provide updates on their task progress and raise any blockers.
- **Sprint Retrospectives:** At the end of each sprint, the team will reflect on what worked, what didn't, and how performance can improve.
- **Peer Support System:** If a member falls behind, the team will collaboratively help without judgment, maintaining team morale and project pace.
- **Escalation Protocol:** If performance concerns persist, they will be addressed privately first. If unresolved, the team will consult the professor.

8. REVIEW AND EVALUATION

Periodic Review:

- Schedule bi-weekly check-ins to assess project progress
- Use a standardized agenda to cover task completion, challenges and next steps.
- Adjust project plans based on feedback and changing circumstances.

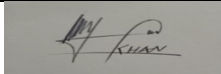
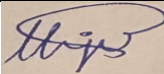
Final Evaluation

Criteria	Excellent	Good	Fair	Poor
Meeting Deadlines	Successfully met all deadlines with a high level of commitment.	Achieved most deadlines, with a few minor delays.	Met some deadlines but experienced significant delays.	Missed several deadlines.
Quality of Deliverables	The work is of excellent quality, fulfilling all requirements and surpassing expectations.	The work is of good quality, meeting all specified requirements.	The work is of average quality, meeting some of the requirements.	The work is of poor quality and does not meet most of the requirements.
Teamwork	The team collaborated effectively, sharing ideas and responsibilities.	The team worked well together, though some challenges arose.	The team faced difficulties in collaboration leading to notable conflicts.	The team did not collaborate effectively, resulting in significant tension.
Team Communication	The team communicated clearly and effectively with	The team communicated well, although some	The team had difficulties communicating	The team failed to communicate effectively, leading

	one another and with the instructor.	misunderstandings occurred.	effectively, resulting in notable breakdowns.	to considerable confusion.
Decision-making Process	The team made timely and effective decisions, taking all viewpoints into account.	The team made decisions promptly, but there were concerns about whether all perspectives were taken into consideration.	The team had difficulty making decisions, leading to extensive debate.	The team was unable to make decision resulting in significant uncertainty.

9. SIGN-OFF PAGE

Each member pledges to promote a cooperative and effective team atmosphere by accepting this charter.

Name	Signature	Date
Bismark Owusu Afriyie	<i>B.O.A</i>	05/26/2025
Dhruvi Ketan Sheth	<i>DhruviS</i>	05/26/2025
Junaid Khan		05/26/2025
Urja Ishwarbhai Trada		05/26/2025
Yashika Bhawar	<i>YBhawar</i>	05/26/2025