

Team Charter

S3PRJ – Media Creation



Group: Studio Vision

Class: MA-CMK

Date: 02/09/2025 v1

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Introduction

Parties

Juli Botero Palacio

E-mail: julianbs2005@hotmail.com

Phone: 0616695375

Technical Skills: Photography, Photo/Video Editing, Prototyping, Asset Creation

Strengths: Feedback seeking, Pre-improvisation, Compromising, Listener

Weaknesses: Being put on the spot, Difficulty dealing with short notice changes, Soft-spoken, Self-stressing, Burnout risk.

Values: Timeliness, Honesty, Harmony, Reliability, Professionalism

Kate Cruz

E-mail: cruzkateashley3@gmail.com

Phone: +31 6 24425540

Technical Skills: Front-end (mostly HTML and CSS), graphic designing, a bit of 3d modeling, a bit of illustrator, a bit of photoshop, Figma, Photography.

Strengths: Attention to detail, communicative, open minded, multitasking, perfectionism, listener

Weaknesses: Wanting to finish things before deadlines, fear of not being heard, unable to work sometimes on a laptop (i prefer to work on a monitor as i for some reason cant focus on a laptop screen) , i dont like to take the first moves aka leadership :(

Iurie Delov

E-mail: deloviura@gmail.com

Phone: 0610694748

Technical skills: Front-end coding (HTML, CSS, JS, TS, React, the whole shabang), a bit Photoshop, a bit of Illustrator, a bit of Figma, a bit of Video Editing.

Strengths: Chill, relatively good at conflict solving, good communicator, decent at presenting.

Weakness: May be lost sometimes, night owl, tend to procrastinate at times (I'm working on it), prefer to work at home when there is individual work since I have a hard time concentrating at uni.

Values: Honesty, constant communication, good vibes, empathy.

Sonya Khosravani

E-mail: 562410@student.fontys.nl

Phone: 06 42816919

Technical Skills: InDesign, Photoshop, Figma, Photography, Design, Prototyping, Branding

Strengths: time management, perseverance, meeting deadlines, teamwork, communication skills, determination

Weaknesses: Coding, perfectionistic, high stress levels, fear of failure

Values: honesty, genuine participation in group assignments, timely communication and collaboration, professional

Michal Marcinkowski

E-mail: michal.kaylan@gmail.com

Phone: +31 6 17247423

Strength: Creative in design, experience in Photoshop & After Effects, bit of video editing, taking initiative of doing a more difficult task, communication

Weakness: Getting on time, trying to make something look too good

Values: Honest, Professional

Matilda Wolfeius Tendean

E-mail: 500685@student.fontys.nl

Phone: 0627925695

Technical Skills: Art, graphic design, 3D modeling, video editing

Strengths: Problem solving, presenting, concise writing.

Weaknesses: Time management, coding, communicating and engaging with the group, difficulty focusing, crippling self-doubt, stubborn with own ideas.

Additional Notes: Difficulty hearing and focusing in busy environments. As of writing, has limited access to production software.

Values: Honesty, self-expression, good communication, professional conduct.

Client(s):

Dirk Norg:

E-mail: d.norg@fontys.nl

Chris Brunne:

E-mail: c.brunne@fontys.nl

Josh Reuther:

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Jan Salge:

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Penny Lin:

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Paul Reekers

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Woody Veneman

Email: w.veneman@fontys.nl

Values

Honesty, Harmony, Professionalism.

Agreements

Time:

Meeting start times:

- During class: 9am - 4pm
- Standups: 9:30am
- Retrospectives: At the end of each sprint

Listening:

Encourage listening by

- Avoiding social media usage during meetings
- Focus on the meetings when present

Discourage interrupting by

- Allowing someone to present their idea completely, before commenting
- Not interrupting someone while they're speaking

Confidentiality:

Everything will be open within our group meetings; there aren't any major restrictions.

Decision Making:

We will make decisions by

1. Getting everyone's opinion on the subject
2. Recording key takeaways from meetings to help make a decision.
3. Coming to an agreement on those opinions / takeaways
4. Factual research

Votes needed to pass a decision

- Majority vote

We deal with conflict by

- Compromising when possible
- Hearing out all sides of the conflict
- Discussing the conflict in a professional manner
- Expressing conflict with ideas, not individuals

Participation:

We will ensure everyone's participation by

- Sharing individual progress during the stand-ups
- Being open to helping one another if they get stuck
- Reach out if you need help
- Be proactive, help other teammates if you have finished your work.

Attendance Policy

- Inform group members in advance if you won't make it to class, before class starts.

Deal with missing members

- Join online through teams if they're not physically available

Expectations:

Behavior expected from peers:

- Put in your best effort for the task you are given.
- Be professional
- Take breaks to avoid burnout
- Ask for help if needed
- Speak English during group talks
- Responsible for their own tasks

Phone policy:

- Avoid usage unless relevant / necessary
- Set phone to silent during meetings

Deadline policy:

- Project deadline 3 days before submission date

Feedback

Feedback how:

- Bring it up in group channel
- Be direct in the feedback you give
- Be constructive, don't just criticize
- Be open to always receiving feedback

Feedback when:

- During group meetings
- In the moment, if you notice a change that requires feedback.

Roles:

Role division:

1. Based on individual's strengths/weaknesses
2. Based on workload

Scrum Master: Sonya
Asset Manager: Juli
Quality Assurance: Michal
Note Taker: Matilda
Client Communication: Iurie

General Correction Policy:

If a team member doesn't abide by the agreements, the other members will reach out.
If a problem persists or no response is given, hold a discussion to confirm, then let the teachers know and redistribute the workload to avoid falling behind.

Signatures

