**Team Agreement**

**Group 11 Interface – COMP3032J**

**Introduction**

The purpose of this team working agreement is to outline standardized expectations for the *Degree Project* project concerning, but not limited to, the working relations and group structure among team members in *Interface.* The contents herein addressed are:

1. Communication
2. Decision making
3. Responsibility
4. Participation
5. Leadership
6. Consequences

The members of the teams are:

Xiulin Wu

Yadi Yang

Zhensheng Li

Zhi Zheng

**Communication**

Communication approaches between team members including but not limited WeChat, Meetings and GitHub. Members mainly communicate in the WeChat Group by first three weeks. And then meetings will be changed into face-to-face mode.

Team meetings are scheduled two times per week:

1. Mondays @ 10:00 (With TA)
2. Thursdays @ 10:00 (Without TA)

The duration of meeting is no limited according to the amount of work. Scheduled group meetings maybe extended or rescheduled if necessary.

**Decision making**

All ideas and directions will be kept open and being changed by every week’s meeting, the only solution will be agreed upon by the members of the group. Final ideas and decisions will be made by voting. If the communication continues to fail, or if someone fails to act in a team-approved way, there will be a schedule delay (refers to the Consequences section).

**Responsibility**

1. Each team member is assigned the same amount of tasks.
2. Members of the team are expected to complete any and all tasks assigned to them by the due date.
3. If new problems are found and cannot be solved by this member, it should be solved by other teammates quickly.

**Leadership**

**Group Progress**

The group will create a timeline that includes a series of milestones to schedule the development progress. This timeline will help the group to determine progress and how rules should be enforced with regard to participation of each group member.

**Consequences**