Team Charter

Team Information

Team Name: 24-S2-2-C Interactive

Team names and contact details

Name	ID	Contact info
Bei Jin	U7634090	U7634090@anu.edu.au
Jinsong Xin	U7729371	U7729371@anu.edu.au
Bingkun Li	U7707490	u7707490@anu.edu.au
Jinghan Gao	U7264563	u7264563@anu.edu.au
Yujing Zhang	U7671098	u7671098@anu.edu.au
Yunru Chen	U7706892	u7706892@anu.edu.au
Yiou Liu	u7778576	u7778576@anu.edu.au

Team Object

• 1: Complete the design of the basic education website page

• 2: All CBE staff can use the website

• 3: Build a basic AI-chatbox

Team Goal

Exercise teamwork skills and improve computer skills.

Successfully delivered an educational website with AI-chatbot to the satisfaction of both the client and the team.

Communication

1. Client Communication

- Method:
    - Chat with clients through Teams app or online meetings.
- Maximum Response Time:
    - Within 24 hours on weekdays.

2. Internal Team Communication

- Method:
    - Chat with team members through Teams app or face-to-face meetings.
- Maximum Response Time:
    - Within 24 hours on weekdays.

3. Tutor Communication

- Method:
    - Communication with the tutor via email or face-to-face meetings.
- Maximum Response Time:
    - Within 24 hours on weekdays.

Team meetings

Meeting with	How	When	During
Team member	Online/In-person	Monday(4-5pm), Friday(9-10pm)	1h
Client	Online	Monday(3-4pm)	1h
Tutor	Online/In-person	Friday(10-12am)	2h

Decision-making:

Consensus-Based Approach: The team will use a consensus-based approach for decision-making. This means all members are encouraged to voice their opinions, and a decision will be made only when all members agree. If consensus cannot be reached within a reasonable time, the team leader will facilitate a vote, and the majority decision will be adopted.

Decision Documentation: All decisions will be documented and shared with the team via Github to ensure transparency and clarity.

Escalation Process: If a critical decision cannot be resolved within the team, it will be escalated to the project sponsor or tutor for guidance.

Acceptable Behavior – Core Values

Respect: All team members will treat each other with respect, valuing different perspectives and contributions.

Accountability: Each member is responsible for their tasks and deadlines. If a member cannot meet a deadline, they must inform the team as soon as possible.

Integrity: Honesty and ethical behavior are expected at all times. Plagiarism, dishonesty, or withholding information is unacceptable.

Collaboration: The team values teamwork, open communication, and the willingness to help each other to achieve common goals.

Ground Rules

Punctuality: Team members are expected to attend all meetings on time. If a member is running late or cannot attend, they must notify the team in advance.

Active Participation: Every member is expected to contribute actively during discussions and complete their assigned tasks on time.

Communication: Communication should be clear, respectful, and timely. Any disagreements should be addressed professionally and constructively.

Conflict resolution:

Try to resolve the conflict through internal discussion first. If the conflict cannot be resolved internally, the project manager or a third party is required to mediate.

Code review:

All code uploaders must self-review the code before merging.

After completing small phased projects, the code needs to be systematically tested

Without permission, all members cannot modify other members' code privately

Risk monitoring:

All risks will be recorded in the risk log and reviewed and updated regularly.

Team Members & Skills

UID	name	Division of project	skills	major
U7729371	Jinsongxin	Webpage Development and Frontend UI Design	html css js ajax jquery	master of computing
U7634090	JinBei	Webpage Development and Frontend UI Design	java，sql	master of computing
U7778576	Yiou Liu	Backend Database Setup and Data Structure Design	java, python, js, html, css, sql, springboot, firebase	master of computing
U7264563	Jinghan Gao	Chatbox Setup and Model Training	ml ai nlp	master of machine learning and computer vision
U7671098	Yujing Zhang	Backend Database Setup and Chatbox Setup	Java, Python, HTML,CSS, JavaScript,SQL,Android Studio, Adobe XD, Sketch	master of computing
U7707490	Bingkun Li（Project Manager）	Webpage Development and Frontend UI Design	WORDPRESS build website, JAVA, PYTHON	master of computing
U7706892	yunru chen	Backend Database Setup and Data Structure Design	html,css,javascript,ml	master of computing

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