Group Agreement and Plan

Group Members

Name	Contact information	Class Day & Time
HO THI MY DUYEN	104991098@student.swin.edu.au	Wednesday (13p.m - 17p.m)
LUU DAT PHONG	105112654@student.swin.edu.au	Wednesday (13p.m - 17p.m)
LE TIEN DUNG (leader)	104977412@student.swin.edu.au	Wednesday (13p.m - 17p.m)
NGUY DO GIA HUY	104978444@student.swin.edu.au	Wednesday (13p.m - 17p.m)

Group name (optional)
Call our team is **Tech Titans**

Group style and roles
I (Dũng) will divide up the labor. Deliverables that are submitted will be my responsibility. Phong is in charge of using the Canvas discussion boards to pose queries on the group's behalf.

Timeline
When do you need to make decisions by? When do tasks need to be done by to make sure you submit on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances).
- **Before starting the assignment:** Decisions on the theme, assignment of tasks and roles of each member must be made within the first week.
- **During the assignment:** Project tasks must be completed in detail on time.
- **Task Deadlines**: Assignments must be completed at least 3 days before the deadline to allow time for final review and adjustment.
- **Submission Deadline:** Final submissions will be submitted at least one day before the official deadline to accommodate unforeseen issues such as technical or system difficulties.

Communication Plan

Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents etc. How often and how will you communicate? What are your expectations on others responding to your communications?

Main communication tools:

- ***Zalo:*** *Quick information exchange and discussion*
- ***Google meet:*** *Weekly or as-needed meetings to make decisions and assign tasks more clearly*
- ***Google docs:*** *Information and document synthesis platform*

On-track behaviours

What behaviours will result in great group outcomes?

1. *Participate and attend all team meetings*
2. *Respond to and communicate regularly about information provided*
3. *Meet deadlines and be accountable for your work*
4. *Respect the opinions and behaviour of each individual in the team*
5. *Support and help each other when facing difficulties*

Off-track behaviours

What behaviours would result in group outcomes that aren't great?

1. *Not attending and being present in all meetings*
2. *Not responding to messages or feedback on the progress of assignments*
3. *Not completing assigned tasks correctly and responsibly*
4. *Criticizing and disregarding the opinions or contributions of others*
5. *Letting personal opinions become barriers in the group work process without sharing or finding a solution*

Resolving tensions

How will we resolve tensions/off track behaviour as a group?

1. *Encourage members to talk about their dissatisfaction to resolve it together*
2. *Create a comfortable and fun working environment to inspire members to work*
3. *Must complete deadlines and be responsible for making corrections if criteria are not met*
4. *Arrange time and work to suit each member's schedule and ability*

Team Expectations:

1. *On-time submission*

2. *All members of the team are well qualified for the unit*

3. *Each member should support each other if possible & have respect for others' opinions and circumstances during the unit*

4. *If one member cannot participate in the projects due to some reasonable circumstances (agreed by all members), the work should be assigned equally to other members & a notification to the class's facilitator is necessary*

5. *Questions are welcomed*

Member 1 Initial: H.D.

Member 2 Initial: L.P.

Member 3 Initial: L.D.

Member 4 Initial: N.H.