

Group Contract Week 6 - 13



THE UNIVERSITY OF
SYDNEY

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1. **Group Name:**

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2. **Team Members**

Full Name	Preferred Name	SID
Adam Ghanem	Adam	470427291
JooHwan Kwon	JooHwan	440507673
Vicky Lin	Vicky	470204784
Cameron Williamson	Cameron	470527409
Clinton Mo	Clinton	470392645

3. **Communication**

Name	Email	Phone
Adam	agha0431@uni.sydney.edu.au	0421551866
JooHwan	jkwo8485@uni.sydney.edu.au	0416749522
Vicky	vlin9495@uni.sydney.edu.au	0468800707
Cameron	cwil0626@uni.sydney.edu.au	0451100747
Clinton	clmo6615@uni.sydney.edu.au	0481215493

4. Role Rotation

Week	<u>Tracker</u>	<u>Manager</u>	Customer*	Programmer	Tester	Doomsayer
6	Joo	Cameron	Vicky	Cameron	Adam	Clinton
7	Cameron	Adam	Adam	Joo	Vicky	Clinton
8	Vicky	Adam	Cameron	Adam	Clinton	Joo
9	Adam	Adam	Vicky	Cameron	Joo	Clinton
10	Cameron	Adam	Clinton	Joo	Clinton	Vicky
11	Vicky	Adam	JooHwan	Cameron	Vicky	Clinton
12	Adam	Joo	Vicky	Cameron	Adam	Clinton
13	Cameron	Adam	Adam	Clinton	Vicky	Clinton

*Customer is responsible for liaising with the client, keeping minutes and summarising meetings with the client and circulating the information to the team (may include client).

Note: Depending on the number of people in a team some members may have more than one role each week.

5. Group Goals and Objectives

[Teams collective goal(s) and objectives for the unit e.g. obtain a HD, improve communication skills, apply programming skills...etc.]

Receive a high mark in the unit.

Be able to work collectively as a team, and sort through issues.

Work effectively using the XP methodology.

To come out with valuable experience and knowledge.

Manage time effectively and meet deliverables on time.

Be able to apply programming knowledge and skills to build on current skills.

Be able to adapt the changes to meet the client's requirements

In the following sections, all group members should agree on the undertakings and how exactly they are to be achieved, before the item is ticked. Undertakings can be reworded if desired.

6. Role Handovers

✓ We agree to take adequate time to hand over our roles at the end of each week

How exactly will this be done?

General communication on this issue will be maintained through the Slack Communication channel or in a backup face to face meeting every Friday. This will be optimised and configured based on previous roles, current performance and schedule. Meetings will be done at the start of every week and there, roles will be discussed in order to allocate tasks for the next week.

7. Attendance

- ✓ We agree to attend all group (and client) meetings punctually and any extra scheduled meetings as necessary

Please indicate meeting times (2 per week, 1 in tutorial and 1 other. Also indicate a backup meeting time)

Name	Day & Time	Duration	Frequency	Mode
Tutorial	4-6pm Monday	2 hours	Weekly	In-person
Other (First Preference)	12-2 Monday	2 hours	Weekly	In-person
Other (Back-up)	3-5 Friday	2 hours	As needed	In-person

8. Record Keeping

- ✓ The acting Manager will post and maintain all information promptly on Wiki.

What sort of information will the Manager be responsible for exactly?

The manager will be responsible to collaborate the works of different team members and to coordinate fluent and effective communication amongst the team members. Manager is also responsible to deliver weekly objectives and requirements to the team and the weekly work progression to the client to ensure that the team is working within the scope.

9. Participation and Commitment

- ✓ We undertake to participate fully and work as a team

What does this mean?

Everyone should participate by completing the work that they have agreed to, be doing equal parts and be present in team communication.

How will you demonstrate that this is taking place? E.g. meeting deadlines, completing your allocated tasks on time

Complete allocated tasks on time, contributing to BitBucket, being present in meetings and reading and responding to online communication through slack.

10. Group Conflict

- ✓ We will discuss any problems, listen carefully to all points of view and negotiate a solution.
- ✓ The group should aim to resolve such conflicts as soon as possible.
- ✓ Resolutions must be universally agreed upon by all group members.
- ✓ Group members must not act upon proposed resolutions until the conflict is recorded as settled.
- ✓ If universally agreed solution cannot be reached, the conflict will be escalated to the tutor or client.

Where will such decisions be recorded?

Conflicts, their progress, and eventual resolutions will be recorded on Trello and also on the Slack channel.

How will you demonstrate agreement?

Each conflict will have a thread opened on Slack. Resolutions will need to be acknowledged and agreed upon by all team members. This thread will be linked on the Trello record.

When will you escalate conflict to your tutor?

The maximum time frame to internally resolve conflicts is one week. Beyond one week, the conflict will be escalated to the tutor. In addition, conflicts where the group is not provided with sufficient information should be escalated immediately.

11. Presentation Rehearsal

- ✓ **We will ensure that each group member is ready for the Group Demo Rehearsal**

How?

Through constant monitoring of BitBucket submissions through the Tracker, the team will constantly be aware of future assessments or demos. With every meeting the final few minutes are devoted to further deliverables and also extra tasks to complete specifically meeting times for the demos. Moreover, the Trello Board available in BitBucket will act as an issue tracker for the presentation and ensure that everyone is up to date with their tasks. Trello has the option of adding DRI, which are Directly Responsible Individuals, to help allow users to manage their tasks. Google Drive is also used to ensure that everyone is working towards the same document and editing it together.

Provide details of when and where this rehearsal might take place. (Date and Location)

Rehearsals can be time consuming, so they will be performed in both online meetings (Discord) and also at Usyd PNR. The preferred time for these meetings would be Monday 12-4pm with a backup time on Friday 3-5pm.

12. Task Allocation

- ✓ We will distribute the work fairly and equitably

We will ensure that the work is distributed and completed fairly and equitably by rotating required roles as well as allocating workloads based on individuals' strengths and weaknesses to work as a team collaboratively.

We will have managers to coordinate and read through the overall work progression, programmer and tester to work together to produce correct deliverable, doomsayer to report possible risks and consequences. Customer to create minutes and deliver client's requests.

13. Deliverables

Project or UOS deliverables you will deliver as a team throughout the semester

Deliverable	Due Date
Group Contract	19/08/2019
First project demo and presentation	Week 5
First project report	Week 5
First client deployment	Week 9
Final project demo and presentation	Week13
Final project report	Week 13
Final delivery to client	Week 13

14. Specific Team Rules

The following two are compulsory

- Each team member must enter 2 tickets per week from week 2
- Each team member must inform other members immediately if s/he has to withdraw from the group

*From the following list as a team identify which rules are useful and remove those that are not. Other than the mentioned your team should formulate **3 or more rules** specific to your team and your teams' expectations.*

- Each team member must read the wiki daily and post a response
- A team member must notify the rest of the team if dissatisfied with progress
- A team member must notify the rest of the team if a task they are working on will be late
- Each member must contribute to the resolution of issues affecting the team when raised on wiki
- Each Team member must tick off their Trello tasks by the due date if they have completed it

15. Tools and Resources

Tools and Resources and their use in the Teams project work

Tool/Resource	Use
BitBucket	Source code
Trello	Task allocation, conflict records
Google Drive	To store shared documents such as the group contract as the minutes.
Slack	Online communication and sharing of screenshots

16. Agreement

By signing the document, you agree to the above as identified by your team

Team Member 1's Name Signature Cameron Williamson

Team Member 2's Name Signature: Adam G

Team Member 3's Name Signature JooHwan Kwon

Team Member 4's Name Signature Vicky Lin

Team Member 5's Name Signature Clinton Mo

17. Roles and Strengths

Team Member	IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project	Roles and Areas of Activity in the project	Key Responsibilities of Role(s)
Adam	<ul style="list-style-type: none"> Competing in Programming Project management Communication skills Interest in IT innovation 	<ul style="list-style-type: none"> Team Leader/Manager Manager Stand-in Tracker Programmer Head programmer Customer Second point of contact with client Tester 	<ul style="list-style-type: none"> Designing UI Backend Development Team Management Role Allocations Communication with Client.
JooHwan Kwon	<ul style="list-style-type: none"> Graphical design Developing innovative engineering solutions Project management Communication skills and demonstrating to the clients HTML/CSS/Javascript, Java 	<ul style="list-style-type: none"> Team Leader/Manager Manager Stand-in Tracker Programmer Customer Doomsayer Document controller Recorder for minutes 	<ul style="list-style-type: none"> Designing graphical aspects Programming (HTML/CSS/Javascript) Preparing documents Writing minutes in meetings.

Cameron	<ul style="list-style-type: none"> • Front-end programming • HTML/CSS/JS • Server-side programming (Node.js) • Project management • Communication skills 	<ul style="list-style-type: none"> • Team Leader/Manager • Manager Stand-in • Tracker • Programmer • Head programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller 	Implementing front-end changes
Vicky	<ul style="list-style-type: none"> • Graphic design • Project management • Communication skills • Interest in IT innovation • Java, Python, C, SQL 	<ul style="list-style-type: none"> • Team Leader/Manager • Manager Stand-in • Tracker • Programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller 	Helping with the design of the website.
Clinton	<ul style="list-style-type: none"> • Programming languages: Java, Python, C/C++, SQL, PHP • Web development: Python Flask, HTML/CSS/JS • Interest in software development • Communication and teaching skills • 3D modelling and animation 	<ul style="list-style-type: none"> • Manager Stand-in • Programmer • Head programmer • Customer • Second point of contact with client • Tester • Doomsayer 	Working on the backend. Developing SQL databases.

*Should add or remove roles as required for your team.