1. **Group Name:**
2. **Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Preferred Name | SID |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

1. **Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

1. **Role Rotation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Tracker | Manager | Customer\* | Programmer | Tester | Doomsayer |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

\*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.

1. **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.]*

**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.**

1. **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?*

1. **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 |  | 2 hours | Weekly | Face to Face |
| Other (First Preference) |  |  | Weekly |  |
| Other (Back-up) |  |  | As needed |  |

1. **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?*

1. **Participation and Commitment**

* We undertake to participate fully and work as a team

*What does this mean?*

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

1. **Group Conflict**

* We will discuss any problems, listen carefully to all points of view and negotiate a solution.

*Where will such decisions be recorded?*

*How will you demonstrate agreement?*

*When will you escalate conflict to your tutor?*

1. **Presentation Rehearsal**

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

*How?*

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

1. **Task Allocation**

* We will distribute the work fairly and equitably

How will you do this?

Specifically, who will do what aspects of the task? E.g. draft, proof…etc.

1. **Deliverables**

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

|  |  |
| --- | --- |
| Deliverable | Due Date |
|  |  |
|  |  |
|  |  |

1. **Specific Team Rules**

**­***The following two are compulsory*

* Each team member must enter \_\_\_ 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

1. **Tools and Resources**

*Tools and Resources and their use in the Teams project work*

|  |  |
| --- | --- |
| Tool/Resource | Use |
| BitBucket |  |
| …. |  |
| Slack |  |

1. **Agreement**

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

*Team Member 1’s Name Signature*

*Team Member 2’s Name Signature*

*Team Member 3’s Name Signature*

*Team Member 4’s Name Signature*

*Team Member 5’s Name Signature*

1. **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) |
|  | * Graphic design * Competing in Programming * Project management * Communication skills * Interest in IT innovation | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | *What sort of information or tasks will the person in this role be responsible for exactly* |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |

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