Accelerating - Team Charter

July 2024 - November 2024
Version 1.0 - created on 2nd August 2024

Team members' information and contacts

Member Name	UID	Email	Phone
Steven De Costa^	-	chairman@linkdigital.com.au [1] steven.decosta@linkdigital.com.au	0448157320
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Yuxin Mu	u7605482	u7605482@anu.edu.au[2] [3]	0408811429

* Spokesperson
^ Client
[1] Shared Email Account
[2] Primary Email, it is the ANU Email which is used for daily communication.
[3] Team GitHub Repo Exclusive Email, which is linked to member's GitHub account

Team's knowledge and roles

Name	Knowledge	Role
Diao Fu*	Java,Python,SQL,Database	Spokesperson, Data Analyst

	Systems, Design UI/UX, Managing Software Development,Systems Analysis and Design, Entrepreneurship and Innovation	
Doeun Han*	Basic Java/Python/AI/SQL	Spokesperson, Project Manager,
Anbo Wu	Python, JAVA, LLMs, javascript, HTML5+CSS3,SQL	Data Analyst(Wrangling and Processing)
Chuang Ma	Java/Python/SQL	Python Developer
Qifeng Zheng	Data mining, SQL, JAVA, LLMs, Python	Data Analyst(Data collection)
Songxuan Li	Python/Vue.js/Java/SQL	Web Developer, Project Manager
Yuxin Mu	Python, javascript, HTML5+CSS3,SQL	Head Data Analyst, Business Analyst

Team rules

Team meeting

Team meetings are held weekly on Saturdays at 3 PM. Meetings involving the client will only occur if there is a set agenda, which must be prepared and shared at least 24 hours in advance. Any team member can propose and contribute to the meeting agenda.

General rules

1. **Language:** All communications within the team should be conducted in English.
2. **Respect and Professionalism:** Treat all team members with respect and maintain a professional demeanor.
3. **Responsibility:** Complete your assigned tasks on time. Be prepared to explain your work to the team, client, and Techlauncher staff when necessary. Notify the team in advance if you are unable to meet a deadline, and seek help early if needed after making a reasonable effort to resolve issues independently.
4. **Delegation:** If a team member needs to be absent from a meeting or tutorial, they must notify the team at least 24 hours in advance and make arrangements for another member to cover their responsibilities. This can be done by preparing records/documents or communicating the necessary information verbally.

5. **Communication:** Actively share ideas and ensure that everyone has the opportunity to contribute. Speak up about concerns or suggestions at the earliest convenience to allow for timely resolution of any conflicts or frustrations.
6. **Responsiveness:** Enable notifications for the main communication platforms (WeChat, Slack, Messenger, and Email) and check messages daily. Respond to messages where you are mentioned and team decision messages within 24 hours. Acknowledge reading important messages or announcements with an appropriate emoji reaction if necessary.

Decision making process

Decisions will be made by majority vote. Members who abstain from voting will be considered neutral. In the case of a tie, the client will make the final decision after weighing the pros and cons.

Task assignment and tracking

1. Non-coding tasks (e.g., decisions, reflection logging, writing SOW) should be documented in the weekly meeting minutes.
2. Development/coding tasks will be assigned and tracked using GitHub Projects and GitHub Issues.
3. GitHub Issues should have a clear and concise title and a detailed description, including a brief summary and a bullet-point list of tasks required to complete the issue.

Goals and Milestones

1) **Data Analysis Research**: A comprehensive data analysis project is successfully conducted with using CKAN as the data management system, and the findings are documented and submitted.

2) **Active Community Participation**: Students actively participate in the CKAN community, contributing to discussions and utilizing community resources.

3) **Insightful Report**: A detailed report is submitted that documents the analysis process, the limitations identified, and the proposed areas for improvement.

CKAN analysis report should be submitted by week 7.

Market analysis report should be submitted by week 11.

Weekly progress report

The "Progress Report" section in the weekly meeting minutes will replace stand-up meetings. Team members should document their achievements from the previous week (linking to GitHub issues if applicable) and outline their plans for the upcoming week in this section.

Evaluation process

The following rules are to be applied to evaluation processes, including tag reports.

1. Feedback: Team members should provide detailed and constructive feedback for their peers. At a minimum, feedback should include one positive aspect and one area for improvement, if applicable.
2. Evaluation: In the team's self-evaluation tag report, a rating of 5 out of 5 indicates complete satisfaction with the outputs of assigned tasks. Satisfaction is measured against the task's acceptance criteria, as agreed upon by the entire team and the client. Lower ratings can be given based on the degree to which tasks do not meet these criteria.
3. Focus: Feedback and ratings should concentrate on members' contributions and overall attitude. Minor infractions, such as being late to a meeting, should not result in a reduced rating unless they significantly impact performance and contribution.
4. Task Transfer: A member's contribution should be evaluated based on the outcome of their assigned tasks. If a member is absent from a meeting, they should arrange for another team member to report on their tasks (referred to as "task transfer"). If the transfer is adequately prepared, the absent member's rating should not be negatively affected. However, if the transfer is insufficient, it may impact the team's ability to respond to stakeholders' questions, which can affect the absent member's rating.
5. Awareness: All team members should be aware of each other's work to enhance project comprehension and facilitate accurate evaluations. If unsure about another member's tasks, team members should seek clarification directly from them before assessing their contributions.
6. Justification: Ratings below 5 out of 5 should include detailed comments explaining the reasons for the rating and suggestions for improvement.
7. Integrity: Manipulation of grades through the "team contribution" tag report is prohibited. For instance, unjustifiably low ratings given intentionally will prompt an investigation involving the examiner and convener, especially if a majority of the team agrees that there is a discrepancy between the rating and the actual work observed during the sprint.
8. Warning: Each team member must receive a written warning for "insufficient team contribution" before being downgraded in the tag report. A warning will be issued upon agreement of four or more team members. The team leader is responsible for sending out the warning, unless the team leader is the one lacking contribution, in which case another member will be elected to send the warning.

Conflict resolution process

When there is a conflict between two parties e.g. two team members:
1. **Immediate Address:** Address conflicts as soon as they arise to prevent escalation.
2. **Direct Resolution:** The involved parties should first attempt to resolve the conflict independently and peacefully by identifying the root cause.
3. **Team Involvement:** If direct resolution fails, bring the issue to the entire team for resolution.
4. **Confidential Resolution:** If the above steps do not work or the parties wish to keep the matter confidential, they should escalate the issue to Techlauncher staff, following the order: clinic, tutor, examiner, and then convener. The team should be notified about the existence and nature of the conflict.
5. **Documentation:** Document all steps of conflict resolution, including discussions and outcomes, to ensure transparency and provide learning opportunities.
6. **Anonymous Feedback:** Allow for anonymous feedback on the conflict resolution process to continually improve the team's conflict management.

Signatures

By signing this document, I confirm that I have read and understood the above rules:

Full name	Signature	Date
Diao Fu	*Diao Fu*	2024/08/03
Doeun Han		2024/08/03
Anbo Wu	*Anbo Wu*	2024/08/03
Chuang Ma	**Chuang Ma**	2024/08/04

Qifeng Zheng	Zheng Qifeng	2024/08/03
Songxuan Li	Songxuan Li	2024/08/04
Yuxin Mu	Yuxin Mu	2024/08/04