**Date: 03/08/2023**

**Team Name: Cheesecake**

1. **Team Members**

**Name: Josefien Lin Kam**

**Email** *(Use your UQ email)*: josefien.kam@uqconnect.edu.au

**Name: Peibei Wu**

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**Name: Michael Yeh**

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**Name: Yu Dong**

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**Name: WenHuan Kuo**

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**Name: Ziyang Xu**

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1. **Tools to stay connected**
   1. ***Messaging or Discussions***

* WhatsApp
  1. ***Meetings***
* Zoom
  1. ***Creating Documents***
* Google Drive – Doc, Sheets, etc.
* Office 365 – Word, Excel, etc.
* Overleaf

1. **Responding to messages and emails**

* How often should we check messages and emails?
  + Messages: Every 3 hours
  + Emails: Every 3 hours
* When assessments are due should we check more often?
  + No
* Communication response time (see 6)

1. **Meetings/time**

* Whole of team meeting day and time (see 1b)
  + Internal
    - Monday 12:00 – 14:00 (Contact)
    - Thursday 16:00-18:00 (Contact)
    - Friday 16:00-18:00
  + External
    - Dependent on client Dr. Vikram Joshi
* Additional work sessions each week (see 1c)
* Time to fix an issue (see 15a)

1. **Privacy**

* Do we need to record online meetings?

Yes

* 1. ***Problems or Disagreements***

What should we do if we have a problem with another team member’s behaviour or work?

See 15a

1. **Team Roles**

* Leader (to keep the group motivated or on task): Michael
* Note or minute taker: Josefien
* Other team role(s):
* Will we rotate roles?

Yes No

* If so, how often will we rotate?
* Other comments:

**Signed and Accepted**

[Josefien Lin Kam]

[Peibei Wu]

[Michael Yeh]

[Yu Dong]

[WenHuan Kuo]

[Ziyang Xu]

**Our Commitment**

1. As a team, we commit to:
   1. Use our best endeavours and efforts throughout the project.
   2. Attend all course studio sessions, the whole of team meeting as specified above, and any additional meetings agreed on by the team.
   3. Dedicate necessary time and effort as is required by the team including the additional hours per week specified above.
   4. Contribute to the project equally.

Work consistently and complete all required tasks on time and at a quality as agreed by the team.

1. We will work together by:
   1. Supporting each other;
   2. Being respectful and inclusive;
   3. Sharing resources;
   4. Listening to each other;
   5. Providing feedback to each other;
   6. Always being constructive and polite; and
   7. Maintaining a high level of communication.

**How we will communicate**

1. We will use the team communication channel for all our team communication.
2. Where necessary, we will also communicate via email and/or other online tools using the details for each team member provided at the start of this charter.
3. Each of us commits to checking the team communication channel at least daily, except on weekends and public holidays.
4. We will respond to messages on the team communication channel within the communication response time specified above.

**How we will make decisions**

1. Decisions about the project will be made by consensus (with all team member’s agreement).
2. We will work towards reaching agreement by working through pros and cons and assessing what is best for the project.
3. Where we cannot achieve consensus, decisions will be made by majority vote.
4. Where there is a deadlock, the decision will be made by the team leader.
5. Once a decision has been made, we all agree to accept and support that decision.

**Managing work**

1. We will allocate work equally.
2. When allocating work, we will clearly define:
   1. Who is expected to complete the work;
   2. The task that is expected to be completed;
   3. When the work is to be completed; and,
   4. The expected standard of the work.
3. If a team member is not able to complete the work allocated to them, they must advise the team of this as soon as possible.
4. If a team member has not completed the work allocated to them within the set timeframe or not to the specified standard:
   1. The issue must be raised with that team member directly and agree what that team member must do to complete or fix the work. The team member must complete or fix the work within the time to fix an issue as specified above.
   2. If the team member fails to complete or fix the issue within this time, the team leader must send an email to that team member asking them to complete or fix the work within a further 24 hours. That email should be copied as a ‘cc’ to the tutor.
   3. If the work is not completed within that time further extended time, the team leader shall email their tutor advising them of this and ensure that a copy of this email is sent to the team member.