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## Group 10 Team Agreement

### Introduction

The purpose of this team working agreement is to outline ground rules for our Healing Paws Veterinary Hospital project, all group members in Group 10 have the responsibility to conform these rules. The rules we cover in this agreement are as follow:

1. Communication
2. Participation
3. Meetings
4. Decision Making
5. Conflicts

The member of the team are:

Hu Yang 17205999  
Chen Donglin 16206515  
Wang Xinzhu 17205965  
Li Ziqi 16206779  
Yang Jiarui 17206000

### Communication

Communication among team members are through WeChat, email, weekly meetings. Members should Check their email once daily and reply it if necessary. The routine weekly meetings are scheduled every Monday at 10:00 am, the form of the meeting shall be online WeChat group conference or face-to-face discussion. All members generally are obliged to attend the meeting, if a member cannot attend the conference for personal reason, he must inform other members 24 prior to the meeting. Failure to communicate their absence will result in a strike (see "Conflict Resolution " below).

### Participation

All members are responsible for completing tasks assigned to them by due date, unpredictable problems or unclear responsibility should be reported to other members swiftly so that they can be addressed or redefine.

The group will set up a timeline that includes dates for completion of each task, the timeline will guide members to determine the progress.

A git repository is built to control version, when a member start to work on a new task, he should create a new branch and work on it, whenever the work is done, some merge operation is required. Codes and documents produced in the process of our project shall be uploaded to remote repository and share with other group members.

### Meeting

At weekly meeting, all members should talk about at least 3 parts, what did you do last week, what will you do next week and what obstacles are in your way. It is a meeting in which team members make commitments to each other and keep track of each member's work. Based on the information members provide, the team should evaluate the progress and plan for the next week.

### Decision Making

Each task will be assigned to a single leader, all other participants of that task can make suggestions, but the leader has the priority to make the final decision when other members' views differ.

### Conflict Resolution

Consequences will be based on a strike program with three strikes resulting in a probationary status and four strikes resulting in removal from the team and report to the professor. While on probation the team member must demonstrate his/her ongoing commitment to the team by writing an explanatory paper and requesting reinstatement to the team.

Strikes may be given for any one of the following reasons:

1. Lost contact without noticing other more than 24 hours.
2. Failure to abide by the rules presented in this working agreement.

3. Low commitment and substandard work presented in assigned tasks.
4. Advertently procrastinate assigned work.

**Summary**

This agreement has covered all aspects of rules to make sure our project progress in an orderly manner and yeild expected product.

We are also open to have your voice. If you have any suggestions or questions, please contact the group secretary:

Hu Yang

yang.hu@ucdconnect.ie