

# Team Agreement

Group 11 Interface – COMP3032J

## Introduction

The purpose of this team working agreement is to outline standardized expectations for the *Degree Project* project concerning, but not limited to, the working relations and group structure among team members in *Interface*. The contents herein addressed are:

1. Communication
2. Decision making
3. Responsibility
4. Participation
5. Leadership
6. Consequences

The members of the teams are:

Xiulin Wu  
Yadi Yang  
Zhensheng Li  
Zhi Zheng

## Communication

Communication approaches between team members including but not limited WeChat, Meetings and GitHub. Members mainly communicate in the WeChat Group by first three weeks. And then meetings will be changed into face-to-face mode.

Team meetings are scheduled two times per week:

1. Mondays @ 10:00 (With TA)
2. Thursdays @ 10:00 (Without TA)

The duration of meeting is no limited according to the amount of work. Scheduled group meetings maybe extended or rescheduled if necessary.

## Decision making

All ideas and directions will be kept open and being changed by every week's meeting, the only solution will be agreed upon by the members of the group. Final ideas and decisions will be made by voting. If the communication continues to fail, or if someone fails to act in a team-approved way, there will be a schedule delay (refers to the Consequences section).

## Responsibility

1. Each team member is assigned the same amount of tasks.
2. Members of the team are expected to complete any and all tasks assigned to them by the due date.
3. If new problems are found and cannot be solved by this member, it should be solved by other teammates quickly.

## **Leadership**

Xiulin Wu takes charge of the leading group, who is responsible for determine the timeline of the project, dealing with the problems in the project, examine the progress of the whole project, writing relevant documents.

Yadi Yang takes charge of the code group. This is the most important part of the project, four members all take part in this group's work. The main goal of this group is building strong project with efficient technologies.

Zhensheng Li takes charge of the maintain group. This group is responsible for the relevant document and video. Testing is also this group's work.

Zhi Zheng takes charge of the customer group, who is responsible for collecting user requirements, communicating with the TA and professor and the response of users.

## **Group Progress**

The group will create a timeline that includes a series of milestones to schedule the development progress. This timeline will help the group to determine progress and how rules should be enforced with regard to participation of each group member.

## **Consequences**

Consequences will be based on a strike program with three strikes resulting in a probationary status and four strikes resulting in being seen as the free-rider.

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

1. Missed meetings without reason.
2. Break rules in this working agreement.
3. Low commitment and substandard work presented in assigned tasks.

## **Summary**

The ideas and requirements set in this working agreement are established so as to provide the best possible working conditions for completing the assigned project.