Date: 31/08/2022

Team Name: Lost at Sea

Team/Group Contract
Team Members
Adrian Low
Information Technology
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Ferdi Sungkar
Information Technology
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Ida Green Heglund
Computer Science
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James McAuley
Software Engineering
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Collaboration Tools

Team Messaging or Discussions

- Discord
- Messenger

Team Meetings

- In-person
- Zoom

Message and Meeting Schedule

Responding to messages and emails

How often should we check messages and emails?

Messages: Daily

Emails: Daily

Meetings/Time

Meeting time is Tuesdays from 2-3pm

Workload expected

- Workload Agreement (management & delegation of tasks; re-delegation of workload; include how you will be working with Github or otherwise to manage the project)
- Lectures
- Studio session each wednesday and thursday
- 5 hours each week towards the domain
- Weekly meetings

Conflict Resolution and Unavailability Planning

Problems/Disagreements

Resolve the problem but communicate the issues that may arise and discuss possible solutions. If a team member fails to fulfil a deadline a warning will be given and if after 2 warnings the team member still fails to fulfil the deadline then further action could be taken. Further action could include speaking with the course staff or the school.

Short-Term Unavailability

What should we do if team member(s) are unavailable (e.g. due to short-term illness) (see 16)?

Keep contact and communication, if after several days the team member is still missing then we could try contacting the course coordinator and tutor. Contact the school if the unavailability continues for longer.

Team Roles

Leader: Ida Green Heglund

Responsible for submitting: Ferdi Sungkar

| Adrian Low | Ferdi Sungkar | Ida Green Heglund | James McAuley |