Team Agreement
Group 6

Introduction
The purpose of this team working agreement is to outline the standardized expectations for the Healing Paws project concerning the working relations and group structure among team members in Group 6, which can be referred to during the whole process of the project. The contents herein addressed are:

1. Communication
2. Decision making
3. Participation
4. Leadership
5. Conflict resolution
6. Group progress
7. Consequences

The members of the team are:

Yu Jiayue
Jiang Zexin
Xu Ziting
Liu Haoran
Zheng Zhi
Long Min

Communication
Communications between team members should be through GitHub, overleaf, Wechat group, and weekly online or face-to-face meetings. Code and written documentation tasks should be uploaded onto GitHub and overleaf respectively. Members of the team can enter these platforms to see the work of other members in the group for code integrations and further communications. Due to the current situation, there would be no face-to-face meetings temporarily. Therefore, group members will check their Wechat group messages at least twice a day and reply when necessary. Team meetings online (or offline in the future) are scheduled every Tuesday evening at 6 pm. If a member cannot attend the weekly meeting, they must communicate to all members in the Wechat group 6 hours prior to the meeting. Failure to report their absence will result in a strike. (see the "consequences" section)

Decision Making
Each idea will be discussed and understood by all members of the group before a final consensus decision is reached. In case of disagreement, the final result will be obtained by secret ballot (because there are 6 members in the group, the group leader will be given two same votes to avoid the fifty-fifty chance of the result). Refusal to communicate or unauthorized action without group discussion will be recorded in the weekly report by the group leader and will result in a strike. (see the "consequences" section)

Participation

Each team member will act as a leader role in the virtual agile software team: Long Min is responsible for the leading group, Zheng Zhi is responsible for the customer group, Jiang Zexin and Liu Haoran are responsible for the code group, Yu Jiayue and Xu Ziting are responsible for the maintenance group. Leaders of the above four groups are also members of all other groups in different phases of the project, so everyone should participate actively in each group. Each member in the group will be assigned multiple tasks by the group leader(s) and is expected to complete them by the due date. If any group member is unable to finish the tasks as scheduled, his responsibilities must be voiced to the leader of the group swiftly so that the schedule can be rearranged. Failure to report their difficulty in finishing the tasks will result in a strike. (see the "consequences" section)

Leadership

Leadership is used for decision making in a group. A meeting facilitator is assigned before each meeting. The facilitator will be responsible for organizing the meeting process and directing the meeting to be successfully held. Meanwhile, the facilitator should help the two sides in a disagreement to reach an agreement by figuring out a fair solution. Leadership will change over different phases of the project as every team member takes a leader role in the four agile groups.

Conflict Resolution

When conflict arises, each member in the team should maintain a collaborative, "let's-work-out-a-solution" attitude. Always focus on behavior and events, say 'when this happens…' instead of 'when you do…' to avoid personalities attack between team members. If a problem or conflict is extremely severe, consult a third party. This can be the leader of the group or the TA, who can arbitrate the dispute and help attempt to rectify the problem(s).

Group Progress

The team will create a team schedule including the work that needs to be done and the goals that need to be achieved in each phases of the project with specifications of the expected completion date. In addition, each team member is required to set up their own work package for each stage of the project. These help the team to observe the progress of the project and make changes to the cooperation between group members.

Consequences

Consequences will be based on a strike mechanism, with two strikes leading to a report to the head TA and three strikes resulting in group communication with two lecturers. Either of the consequences may result in removal from the team. Strikes can be given to a team member for any one of the following reasons:
1. Missing meetings without communication to the group 6 hours prior
2. Failure to complete the commitment tasks in time without proper reasons
3. Poor qualities of task completion that has led to a group warning by the

teachers

4. Failure to abide by the rules stated in this working agreement

Summary

The purpose of these ideas and requirements is to provide a better working environment for the team and to enhance coordination and cooperation between team members in the process of the problem-based project.

If you have any questions concerning this agreement, please make a further discussion with your group members and TAs in the WeChat group.