



**MONASH**  
University

## **FIT5057 2024S2 A2-Team Charter**

**Team Number: 603**

Team Members: YuCheng Shi, Ziqi Pei, Xiaoyao Li  
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# Purpose:

## I. Team Values

**Commitment to Team Experience:** Dedicate ourselves to creating a deep, innovative, and unforgettable work experience for all team members. At every stage of team development, ensure that our decisions and designs positively impact the team's dynamics and enhance overall job satisfaction.

**Prioritize Team Engagement:** Always prioritize the experience of team members. Consider how each decision affects team morale and productivity and strive to incorporate elements that add value and enjoyment to the team's daily tasks.

**Innovation in Management:** Continuously innovate in our project management practices. Encourage team members to propose innovative ideas and provide the necessary resources to bring these ideas to fruition. Avoid settling for traditional methods when new, improved approaches are possible.

**Valuing Creative Input:** Treat project management as a creative endeavour, not just a logistical one. Encourage the integration of thoughtful and significant contributions from all team members, fostering a culture of intellectual engagement.

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## II. Team Goals

**Short-term goal:** Our team's short-term goal is to complete the current project with high quality and efficiency, ensuring that all milestones are met on time while fostering strong collaboration and clear communication among all members.

**Long-term goal:** Our team's long-term goal is to establish a reputation for excellence and innovation, consistently delivering impactful projects that contribute to the growth and success of our organization while fostering continuous learning and professional development.

## III. Working Methods

Our team operates with clear communication, agility, and collaboration at its core. We set defined goals for each project, ensuring that all members are aligned and informed throughout the process. We embrace flexibility, allowing us to adapt quickly to changes and challenges. Regular feedback and open dialogue are encouraged to maintain cohesion, address issues promptly, and celebrate successes together. This approach ensures efficiency, clarity, and a shared commitment to delivering high-quality results.

# Team Objectives:

## I. Objectives:

1. Achieve HD standard
2. Everyone has a good understanding on project

3. Complete Milestone on time
4. Innovative Problem Solving
5. Effective team collaboration

## II. How to Measure Success:

1. Grade achievement
  - a. The final grade of the assignment to achieve HD grade
2. Adherence to Deadlines
  - a. Track progress against the project timeline. All tasks should be completed on time, with no last-minute rushes or delays.
3. Team Collaboration Metrics
  - a. Successful conflict resolution and effective communication during meeting
4. Everyone understands the project goal and target
5. Each team member contributes their own opinions Bravely and straightforwardly

# Team Characteristics:

## I. Strengths

1. **Dynamic Project Planning:** Effective at structuring projects with clear, adaptive frameworks that accommodate changing requirements and milestones.
2. **Technological Proficiency:** Skilled in utilizing cutting-edge technologies and methodologies to enhance project efficiency and outcomes.
3. **Risk Management:** Effective at identifying potential risks early and strategizing appropriate mitigation steps to prevent derailment of project objectives.
4. **Sustainability Focus:** Committed to incorporating sustainable practices into project processes, aligning with environmental and social governance criteria.
5. **Technical Expertise:** Possesses a solid background in handling complex project management tasks and technological deployments.
6. **Clear Development Strategy:** Divided into short-term, medium-term, and long-term phases, with clear goals and strategies for each.

## II. Weaknesses

1. some of our members may be overly ambitious design may lead to continuous expansion of project scope.

**Solution:** Implement strict scope management practices, enhance peer assessments, and maintain frequent communication to keep the project on track.

2. Potential Delay Risks: some of team members may be not efficient as expected or have problem with insufficient time.

**Solution 1:** Optimize workload distribution based on team members' strengths and availability.

**Solution 2:** Establish a clear and detailed weekly schedule to streamline tasks and reduce inefficiencies.

3. some of our team members may be less advantageous in some particular respects, for example some may face difficulties in language.

**Solution 3:** Share ideas and resources including tutorials and technical literatures. Mutually assist each other in the difficulties.

## Core Values:

**Innovation Breakthroughs:** Our team is dedicated to pushing boundaries beyond traditional methods, striving for innovative solutions in project management, technology, and operational processes. We encourage bold experimentation and creative problem-solving to deliver unique and impactful results.

**Quality First:** We maintain high standards across all project phases, from initial planning to final delivery. No detail is too small, and we are committed to excellence, ensuring consistently high-quality outcomes in all our endeavors.

**Collaboration for Success:** Effective teamwork is the cornerstone of our success. Through clear communication and collaborative strategies, we leverage diverse strengths to achieve common goals, fostering a cooperative and supportive work environment.

**Responsibility and Accountability:** Each team member is fully accountable for their contributions. We take our roles seriously, ensuring diligent performance and proactive engagement throughout all project stages, fostering a culture of commitment and reliability.

**Client-Centric Approach:** We prioritize the needs and expectations of our clients and stakeholders at every stage of a project. Our decisions are guided by their interests, aiming to meet and exceed their expectations with every project deliverable.

**Respect for Diversity:** We champion a workplace that respects and embraces diversity, recognizing the value of varied perspectives and experiences. This commitment enriches our team dynamics and enhances our project outcomes.

**Environmental Advocacy:** We are committed to environmental sustainability in our project practices. By utilizing energy-efficient solutions and sustainable practices, we aim to minimize our ecological footprint and encourage partnerships with environmental organizations.

## Group Norms and Code of Conduct

### Channels of Communication:

**Regular Team Meetings:** Held weekly to discuss progress, share ideas, and address any concerns. This keeps everyone aligned and informed about the project's status.

**Email Updates:** Utilized for distributing important notifications and detailed project information as needed.

**Real-Time Messaging Platforms:** For day-to-day interactions and immediate clarifications, ensuring quick responses and ongoing dialogue.

**Respect for Diversity:** Team members should always maintain respect during communication and collaboration, valuing different opinions, cultural backgrounds, and professional domains. Avoid aggressive language and behaviour to create a harmonious work environment, as explicitly requiring treating all team members with respect, acknowledging diverse opinions and ideas.

**Active Communication:** We will hold cross-departmental meetings as required by project progress and needs, ensuring all members are well-informed and engaged. Our aim is to maintain open, honest, and timely communication

**Efficient Collaboration:** Adopt a flat management structure, encourage open communication, hold regular cross-department meetings to facilitate information sharing, and use project management tools to improve collaboration efficiency.

**Feedback and Recognition:** Feedback will be provided in a timely, constructive manner through dedicated sessions after significant milestones. Positive contributions will be recognized publicly, while suggestions for improvement will be handled privately. A formal rewards system will be established to acknowledge exceptional efforts.

**Adherence to Standards:** Follow the company's regulations, including development processes, quality standards, and safety rules, to ensure smooth project progress and efficient team operation. Utilize industry-standard tools such as Unreal Engine 5 for development, Jira for project management, and GitHub for version control to ensure the professionalism and standardization of the project.

**Intellectual Property Protection:** Comply with intellectual property laws and regulations to protect the individual intellectual property. Do not share our assignment to another team.

**Accountability:** Take responsibility for your work, perform your duties diligently, and ensure the quality and progress of your work. Actively undertake tasks assigned by the team, contribute to the team's success, meet all deadlines, and attend meetings on time, demonstrating punctuality.

**Knowledge Sharing and Documentation:** The team will maintain a shared project wiki containing all relevant documents, design results, and lessons learned. Weekly meetings will include a dedicated knowledge-sharing session, where team members can present new findings, best practices, or challenges encountered. All code changes and technical decisions will be documented through comments, commit messages, and pull request descriptions to ensure the accumulation and transfer of team knowledge.

**Focus on Milestones:** Clearly define key milestones including the completion of prototype development, core gameplay, and content refinement. Regularly review to ensure the project proceeds on schedule and within budget, allowing timely adjustments to strategies and resource allocation to ensure project success.

**Feedback and Recognition:** Establish an effective feedback mechanism, encouraging mutual feedback and suggestions among team members. Provide formal feedback and improvement suggestions through regular performance reviews and project summaries. Also, establish a recognition mechanism to timely

acknowledge and reward team members' excellent performance and contributions, which can be incentivized through candy, chocolate etc.

**Problem Solving:** Establish a problem-solving mechanism to address issues and challenges encountered by team members in their work promptly. Through team collaboration and resource integration, work together to find solutions to ensure the smooth progression of the project.

## Communications

**I. Preferred Methods:** We will communicate through a combination of regular meetings, emails, and instant messaging tools to ensure the timely delivery of information and processing of feedback. Specifically, Slack will be used for daily communication, while email will be reserved for formal documentation. Additionally, Zoom will serve as a secondary option for video meetings and urgent discussions.

**II. Frequency/Schedule:** Based on the project's progress and needs, we will hold regular team meetings and cross-departmental meetings. We will communicate and coordinate promptly at key moments and when issues arise. Specifically, there will be daily stand-ups at 10 am via Slack and weekly progress meetings from 5 to 7 pm every Saturday via Zoom.

**III. Handling Urgent Issues:** When urgent issues occur, team members can communicate quickly through instant messaging tools or telephone. Simultaneously, we will establish an emergency problem handling mechanism, clearly define the responsible person and handling process to ensure that problems can be resolved in a timely manner. Daily stand-ups at 10 am via Slack and weekly progress meetings every Friday from 5 to 7 pm via Zoom will also help address emerging issues promptly.

## Problem Solving (Stay calm at all times!)

### **I. Uneven Work Distribution:**

**Problem:** Some team members may feel that tasks are not distributed evenly, leading to frustration or burnout.

**Solution:** At the beginning of the project, we will collaboratively assign tasks based on each member's strengths, availability, and preferences. Regular check-ins will be conducted to ensure the workload remains balanced. If any imbalance is noticed, tasks will be reassigned to ensure fairness.

**II. Miscommunication or lack of communication could lead to misunderstandings, missed deadlines, or duplicated efforts.**

Solution: Establish clear communication channels and protocols, such as setting up a group chat, holding weekly meetings, and keeping shared documents up to date. We will also agree on response times for messages to ensure that everyone stays informed and connected.

Team members may have different ideas about how the project should be approached or what the outcome should look like.

Solution: Decisions will be made through discussion and, if necessary, voting. We will ensure that all opinions are heard and considered. If consensus cannot be reached, we may involve a neutral third party, such as a tutor, to provide guidance.

### **III. Addressing Potential Problem:**

We will encourage team members to voice concerns or potential problems as soon as they arise. Early identification allows the team to address issues before they escalate.

The team will work together to brainstorm solutions for any issues that arise. By leveraging diverse perspectives and skills, we can find the most effective and creative solutions

# **Conflict Management**

## **I. Ground Rules**

Respect and open communication: Respecting each other's opinions and promoting open communication are key principles. Any decision that has a significant impact on the scope, workload or deadline of the project should be discussed and agreed upon by the entire group.

## **II. Conflict Resolution Methods**

Resolve Conflicts Directly and Constructively: Conflicts should be resolved directly and constructively. When disagreements arise, it is critical to communicate calmly and listen to all viewpoints. If the group is unable to resolve an issue, we may involve a neutral third party (such as a course instructor or tutor) to help mediate and find a solution.

## **III. Communication Channels**

Establish clear communication channels: Clear communication protocols will be established, including regular meetings (face-to-face or online), group chats, and emails. These channels will help ensure that everyone is informed, and any misunderstandings can be resolved quickly. Ensure that issues are not left to the next day.

## **IV. Involve third parties and continuous learning**



Neutral third-party involvement: If internal resolution fails, we will seek the help of a neutral third party, such as a tutor, to produce a fair solution. Learn from Conflict: Conflict will be viewed as a learning opportunity. By reflecting on disagreements, we can better understand the expectations and needs of each team member, improve communication and collaboration strategies, and enhance the overall cohesion and effectiveness of the team

## Signatures

I have reviewed the terms of the team charter and agree to abide by its guidelines. I understand that the charter will be reviewed quarterly or as necessary, and I commit to participating in any discussions regarding changes or updates. Any amendments will be collectively discussed and approved by the entire team.

Signature: YuCheng Shi, Ziqi Pei, Xiaofan Liu, Xiaoyao Li

Date:23/08/2024