Team Agreement

Group14: professional team

February 29, 2024

1 Introduction

The purpose of this team agreement is to clarify the Software Engineering Project 2 for Team 14. Including but not limited to the working relationship among the members of the 14th team and the team structure. The content of the agreement includes the following:

1. Communication

2. Decision making

3. Responsibility

4. Participation

5. Leadership

6. Consequences

The members of the team are:

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- Xinran Liu 21207240 xinran.liu@ucdconnect.ie

- Juncheng Zhang 21207492 juncheng.zhang1@ucdconnect.ie

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- Shizheng Wang 21207489 shizheng.wang@ucdconnect.ie

- Te Qi 21207494 te.qi@ucdconnect.ie

2 Communication

Communication methods among team members will include but are not limited to WeChat, phone calls, emails, etc. Pay attention to the timeliness of communication to avoid misunderstandings. The group will hold a group meeting every Monday afternoon in the 7th and 8th classes to discuss their respective work progress and follow-up work arrangements. If a participating member is absent from a group meeting due to unavoidable reasons, a member who is able to participate should be entrusted to report on the work situation and accept follow-up work.

3 Decision Making

Every idea of the group members will be carefully discussed and verified, and finally the next step of the plan will be decided together. Every time the group encounters content that needs to be discussed, it will use group decision-making methods including but not limited to brainstorming to decide the next step. When major decision-making differences are encountered, anonymous voting and other methods will be used to resolve the differences.

4 Responsibility

Team members are expected to complete any tasks assigned to them by the deadline. If unforeseen obstacles hinder the completion of the task, they must be reported to the team in advance. At that time, the team will re-divide the work reasonably to ensure that the progress of the entire project is not affected. Difficulties or lack of clarity must be expressed quickly to other team members so that these responsibilities can be clarified or redefined.

5 Leadership

The team will have different leaders in different "departments", who are mainly responsible for work arrangements and task allocation within their respective scopes. There is no "leader" in the strict sense of the term in this project team, and any decision made by the team will be decided by the entire team.

6 Group Progress

The team will use tools such as Gantt charts to record the progress of team members' respective tasks, and will also write a clearer division of tasks. The team will have dedicated personnel responsible for recording and maintaining this process information.

7   Consequences

The team will not design too many consequence mechanisms to ensure that everyone will not be under too much pressure. The team will propose penalties to the school for the following situations:

- Behavior that maliciously undermines team results and causes major consequences

- Suspected code or literal plagiarism

- Other violations of school regulations

8   Summary

The ideas and requirements set out in this work agreement are intended to maintain the integrity of the team and ensure efficient, high-quality work by the team. If you have any questions, please contact any member of the team (see "Introduction")