Part one: Project

Recently,

social media has become a most popular way to make friends. This app provides a platform for people communicating with those around them.

In addition, people have less concern about the news around them.

In order to solve the above-mentioned issues, our team aim to design an APP, called xxx. To be exact, this app includes two functions, social and news individually. The core of this app is location function based on GPS.

As for the first function, ”social”, firstly, user can login in and upload their states , photo, etc. Due to its location function, all information of user can be founded by those people who use this app and are around the user meantime. User can comment other’s states or they can chat with each other directly if they are interested in each other.

With mention to another function, “news”, when users use this app, they can find the news around them. Furthermore, they also can send some news. For example, if there is a car accident around you, which leads to a heavy traffic jam. You are able to send a message to tell people. The users sending the news have to login in with their real name in order to guarantee the correctness of the news. We also focus on the privacy of the users. Although the users send the news with their real name, these information only can be seen by the administrator. In general, this function can benefit people, such as avoiding a traffic jam.

Part two:

*Our commitment to this project*

As a team, we commit to:

1. Use our best endeavors and effort at all times.
2. Attend all the meeting that have already been scheduled.
3. Fulfill the requirements of the client.
4. Be passionate and positive about the work we do.
5. Appreciate other’s works and give critics and suggestions if needed.
6. Aim to complete our project task on time, according to the schedule planned by Scrum Master.

*Meetings*

Aside from our regular weekly meeting due to the course commitment, we will also have a regular face to face weekly meeting with the client. The time and place for this additional meeting will be in our client office that resides in St. Lucia area on **(put day here)** at **(put time here)**. Some of the regulation regarding the meeting that we have already agreed includes:

1. The weekly meeting will conducted for an hour and will be attended by all team member.
2. Meeting attendance is obligatory, subject only to illness or other unavoidable personal commitments.
3. Try to be punctual on the meeting unless already give a notice beforehand.
4. Every material and report for the meeting must be prepared beforehand.
5. Do our best to participate in all meetings.
6. Scrum master will make agenda or topic to be talked during the client meeting.
7. Each meeting will create goals that will be completed on the next meeting.
8. If by any means face to face meeting is not possible to be held, weekly meeting will still be held through video call or VoIP platform.

*How we will communicate*

1. Our main method of communication within our team will be through Facebook or email.
2. We will respond to any communications within 24 hours.
3. When communicating through email, all carbon copies of those emails will be sent to the group members, the client and the course email address.
4. Any issues that need to be dealt with quickly will be communicated by either face to face or via Facebook message.

*How we will make decisions*

1. Decisions relating to the project should be agreed among all members of the team by giving out several options.
2. Once the options are gathered, all team members should analyze and concur to the best decision.
3. However, if the team fails to commit to one decision, voting will be done. Once one of the options have the majority of the vote, it will be the final decision of the team.
4. Any further decisions will be handled by the scrum master.
5. Finally, the decision that was made by the team should be followed and supported by the whole team.

*How we will manage work*

1. We are using Scrum Methodology for this project.
2. All works are splitted into tasks and posted on Trello.
3. Team members will choose tasks that have not been assigned and commit to completing that tasks within a determined time.
4. When a task successfully passes User Testing and has been documented, it will be classified as “Done”.
5. We are using ITEE Git repository for work processes and version control.
6. Weekly meetings, additional resources and other important documents will be uploaded onto Google Drive.

If in any cases, a team member unable to complete its task within the defined timeframe or to the agreed standard, then:

1. The team member must explain the problems and obstacles they are facing to other team members.
2. Other team members will ask if he/she needs help and give assistance to him/her to complete the assigned task where necessary.
3. If the team member insists that he/she are capable to finish the work, he/she has 48 hours to solve the issue and complete the task.
4. If after 48 hours, the team member has not made any progress or sufficient effort to rectify these issues, the Scrum Master will notify the corresponding team member of their actions and contact class Tutors for advice and further action.

*How we will work as a team*

Our team guarantees that this project will be done effectively by:

* Supporting each other whenever one of the members encounter any obstacles.
* Respecting all of the team members.
* Splitting the tasks evenly based on the Trello board.
* Giving constructive feedbacks so that the project can reach satisfactory.
* Warning others about upcoming deadlines.
* Uphold a good communication among team members.

In other situations, disagreement might occur in the middle of the project. This can be resolved by:

* Discussing the problem through Facebook messenger or other means of communication and work on the solution together.
* If possible, further deliberation can be done in the next meeting.
* Task-related problem can be handled by making reference to the trello board.
* However, if all efforts did not resolve the problem, we will ask for advice from the course staff.
* If the issue is still unresolved, we will ask for the course staff to handle this matter