Group 1 Team Agreement

Introduction

The purpose of this team working agreement is to outline standardized expectations for the *Veterinary Hospital Project* concerning, but not limited to, the working relations and group structure among team members in COMP3030J-Group 1. The contents herein addressed are:

1. Communication
2. Decision making
3. Responsibility
4. Roles & Participation
5. Leadership
6. Group Progress
7. Consequences

The members of this team are:

Team Member Name	UCD Number
Yuxiang Yao	17205995
Zigen Li	17205998
Qitong Yuan	17205993
Yang Yang	17206038
Siyang Hu	17205964
Huakai Xi	16206704

Communication

In our project development process, communication between team members shall be through *WeChat Conversation*, *Overleaf Project*, *GitHub* and *Weekly Team Meetings*, every member will check the *WeChat Conversation* and *GitHub Issues* daily. Each member should pay attention to the discussion whenever and wherever he or she is.

Here are some following rules for this project:

- *WeChat Conversation*: We suppose the each member can be accessible any time through WeChat Conversations, so the information will be accessible
- *Overleaf Project*: Every members should check Overleaf project once a week.
- *GitHub*: Each member should check the GitHub repository everyday, and pull request if there is any changes on the code. While writing a program, team members should update their local code to avoid code crash.
- *Weekly Team Meetings*: Team meetings are scheduled every Friday morning at 10:00 am. If a member cannot attend a team meeting, they must communicate to all members 24 hours prior to the meeting. Failure to communicate their absence will result in a strike.

Decision Making

- **Listening**: At the decision-making stage, all team members' thoughts and ideas are possible to be accepted. As long as any members express their thoughts, the ideas should be discussed by all group members openly and respectively.
- **Voting**: Before an idea or a decision is confirmed, all group members should have a meeting to discuss about this idea, members should vote to decide whether using this idea or not. The idea would not be considered as final decision which will be executed before there is a consensus in group by group members.
- **Execution**: A decision could be executed when more than a half of group members agree with. This idea or decision could be also abandoned when more than half members have consensus to do so. If no one could make this decision, then group should ask for help from teacher assistant.
- **Conflict**: If the poll result has controversy and teacher assistant could not figure out the solution, this meeting should be arranged later and asking the teacher for advice. Once the decision takes effect, no one is allowed to change or object.

Responsibility

- **Assigned Work**: Members of the team are expected to complete any and all tasks assigned to them by the due date and ensure the quality of tasks completed.
- **Obstacles**: If unforeseen obstacles prevent task completion, this will be handled accordingly. The team members should communicate the obstacles encountered, and must communicate the difficulties to other team members, and everyone will work together to resolve them.
- **Asking for Help**: If one member cannot handle the assigned task, he/she should inform others at least 2 prior days, other team members should actively assist in solving the problem.

For different positions in this project, here are some instructions for guidance:

1. **For Team Leader**: The team leader should make timely statistics on the overall progress of the work and make adjustments.
2. **For Team Members**: Team members should allocate everyone's workload before the next phase of the task.
3. **For Team Members**: Team members should regularly update the documentation and code on GitHub and overleaf.
4. **For Team Members**: Team members should regularly test to help the project develop steadily and safely.
5. **For Team Members**: Team members should ensure the stable development of the project during the handover process.

Roles & Participation

Every team members will act several roles in this project development processes. Here are details:

Group	Group Manager	Group Assistants
Leading Group	Yuxiang Yao	Yang Yang
Customer Group	Yang Yang	Qitong Yuan
Front-End-Code Group	Zigen Li	Yuxiang Yao
Back-End-Code Group	Qitong Yuan	Zigen Li
Deployment Group	Siyang Hu	Yuxiang Yao
Maintain Group	Xihua Kai	Siyang Hu

Leadership

- **Leader Role**:
    - For the leadership mechanism, its main purpose is to make key decisions when the team needs them.
    - Leader should ensure that group tasks should be done in the specified time.
    - Leader should also handle conflicts among the group members to achieve harmonious and effective communication.
- **Conflicts Handling**: When the whole team needs to make a decision, we will call the whole team for a meeting. At this time, everyone should say their own ideas. After summarizing our own ideas, we take the voting mechanism to determine the final direction of the team.
- **Proposal Adaptation**: Proposals with a large number of votes will be adopted. Because there are six people in our team, if there is an equal number of votes or other circumstances that make it impossible to determine the result of votes, we will seek the help of TA and refer to the advice of TA.

Group Progress

- **Importance**: A timeline should include dates for expected completion of work and other group objectives. This timeline will help the group to determine progress and how the rules regarding the participation of each group member should be enforced.
- **Mechanism**:
    - Before each meeting, the group managers should review the progress in this week, and prepare conclusions which will be posted on the meeting.
    - Group progress should always be transparent and retroactive.

Consequences

We will define warning as the consequence. We have made some rules for standardization which each group member should obey. However, if someone violate the rules then this member will get a warning. Anyone who gets three warnings will be disqualified of voting for vital decision, and will be kicked out of the group with four warnings. If someone has been kicked out, he still has the chance to come back to the team. He needs to write a letter of guarantee to promise that he will restrain his behavior in the future and guarantee that he will not commit it again. Meanwhile, there should be two members can guarantee his promise.

The conditions or situations that you may get a warning are as follow:(may be updated later)

1. Absence of meeting with no excuse.
2. Missing the deadline.

3. Disrespecting for the work of others.
4. Arbitrarily solve the problem without asking for others suggestions.

Summary

The above ideas and requirements are established to provide the best possible working conditions for completing the assigned project. All rules are generated in the discussion on February 24,2020. It may be replaced by one optimization if possible.

If you have any questions concerning this memo, or the contents therein, please direct them to the group leader:

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