

Team Contract

Project: An Online Tutor Matching Platform: Connecting Education, Shaping Futures

Class: ECE 651-001 Foundations of Software Engineering

A. Team Member Roles: Project Leader, Development Leader, and Executor.

The team consists of 1 Project Leader, 2 Development Leaders, and several Executors. The duty of separate roles and other related details are as follows:

● **Project Leader**

- a. Responsible for group-oriented aspects of the project, for example, breaking up the project into iterations.
- b. Collecting pre-meeting information, updating the absence of a team member, setting each agenda, and ensuring the team follows the agenda during the meeting.
- c. Reminding deadlines, committing milestones/deliverables, and checking all the documents after submission.
- d. Recording and issuing meeting minutes, organizing meeting minutes after meetings and sending them to teammates.
- e. handling all emergencies, for instance, a member violates the contract or cannot complete the work in time.

● **Development Leaders**

- a. Responsible for front-end/back-end development aspects of the project, focusing on both planning and implementation of front-end/back-end development-related functions.
- b. Arranging specific works and controlling the progress of front-end/back-end development work according to the plan formulated by the Project Leader.

● **Executors**

- a. Responsible for the implementation of front-end/back-end development related functions.
- b. Cooperating with the Development Leader to complete front-end or back-end development and providing prompt feedback to the Project Leader.

● **Other Related Details**

- a. The same member can assume multiple roles.
- b. Timely attendance and active contribution (providing constructive feedback/suggestions/discussion) is expected from ALL members.
- c. The rules for role creation and replacement are explained in Section B.

B. Decision Making

All decisions will be decided according to the rules as follows:

- a. If a solution to a discussion/conflict cannot be agreed upon, the solution will be derived by mandatory vote. Details scenes are as follows:
- b. Decisions requiring unanimity can be made during meetings even if some team members are not present. Members who do not take part in the meeting have no decision-making right.

C. Team Communication

Team communication needs to follow the rules as follows:

- a. All members are expected to communicate any concerns/issues/ideas to the team.

- b. If a member cannot make a meeting or deadline, all members will be informed as at once as possible.
- c. WhatsApp will be used to share important messages, E-mail will be used to share documents, Discord will be used for temporary online meetings, and GitHub will be used to commit code.
- d. The Project Leader will handle publishing most of the information and other team members should respond after seeing this.

D. Team Meeting Norms/Expectations

Team meeting norms/Expectations are listed as follows:

- a. Regular meetings are held weekly in the classroom every Tuesday after classes (except Reading Week). Temporary meetings are held online.
- b. All group members will come to the meetings prepared by reading the assigned material (as much as possible) and coming up with ideas about the tasks and decisions to be made.
- c. Each member will take turns listening as well as talking, and a discussion can be had after each member's talking.
- d. The team meeting will follow a specific procedure: report work progress -> raise concerns that require discussion about your work (if any) -> go through agenda items one by one -> decide any changes -> confirm next meeting theme and date.
- e. If someone cannot attend a meeting early due to an emergency, they need to ask for leave 24 hours before the set meeting date.
- f. The team meeting minutes will be issued within 12 hours via WhatsApp Group.

E. Other Considerations

Emergency rules for handling conflicts or special situations are as follows:

- a. If a conflict arises with a team member, address the issue with them directly. If a solution is not reached, involve another team member in a follow-up conversation. Involving the instructor should be the last resort.
- b. If someone realizes that they cannot complete the task, they must tell all other teammates the details and reasons at least 48 hours before the deadline. Then the team will re-coordinate the division of labor with an online temporary meeting.
- c. If infractions with this teammate continue, the team will re-coordinate the division of labor and inform the professor of the relevant situation.

Certification by team members

In appending your signatures below, you are saying that:

- a. You took part in formulating the standards, roles, and procedures of this contract.
- b. You have agreed to abide by these terms and conditions of this contract.

Name of Members	Student ID of Members	Signature
Chong Hou Choi	21104588	Chong Hou Choi
Chun Kit Chui	21107337	Chun Kit Chui
Jiarui Fan	20803239	Jiarui Fan
Leo Li	21079613	Leo Li
Zirui Peng	21104777	Zirui Peng