**Team Members and Roles**

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| **Haonan CHEN** | Team Leader, documentation writer, repository master, meeting organizer |
| **Hudie LIU** | Monitor, designer, Tester, website maintainer |
| **Xiaotian XIA** | Project Manager, researcher |
| **Yiyang LI** | Schedular, documentation writer, file manager |
| **Rongjiang Yang** | Technical Leader, Code Master, repository master |

**Team Contributions**

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| **Haonan CHEN** | Requirement Specification, system design, meeting organization. Workshop Presentation. Sequence diagram design. |
| **Hudie LIU** | Prototype design, website building and update, project problems review. |
| **Xiaotian XIA** | Literature review, making group strategy and mythology decisions. Activity diagram design. |
| **Yiyang LI** | Making project schedule and project proposal. |
| **Rongjiang Yang** | Technical and market research. User diagram design. |

**Team Management Strategy**

We build strict team management rules. We made a clear arrangement of the tasks and checked the absences and work situations every meeting. We checked the status with the schedule every week to adjust the plan.

Our group has two weekly meetings: informal meeting and formal meeting (or workshop). We communicated with PhD in our supervisor’s research group during the workshop and made a formal presentation about our work progress monthly. We made up a team management rules in the beginning. We decided the meeting recording order, meeting flow and team file management solution. We kept consanguineous communications between two meetings to control the progress of work.

We created the meeting record template. Before meeting start, the record keeper needs to write the agenda of meeting and work which should be done before this meeting. After meeting, keeper needs to clear up the meeting minutes and list the future work and deadline.

When any member was doing his tasks, the others needed to keep touch with him and give some advices. We tried to make our members familiar with all the sub-tasks and the whole project progress. We also have double check mechanism to prove our products with the least mistakes.