👨‍💻 Team Agreement

Alliance with FPT Education

Topic: REQUEST FOR PROPOSAL (RFP) FOR B2B2C ECOMMERCE PLATFORM SYSTEM
COS20031-G05

👥 Team Preferences

Team Member	- Tran Thanh Minh 103809048 - SWS00016 - Computer Science	- Nguyen Quoc Thang 104193360 - SWS00216 - Computer Science	- Le Huu Tuong 104169756 - SWS00507 - Computer Science	- Nguyen Do Nhat Nam 104061616 - SWS00154 - Computer Science	- Tran Thai Duy Khang 104225629 - SWS00444 - Computer Science	- Trinh Quy Khang 104212003 - SWS00236 - Computer Science
Working hours and commitments	- Provide quality work - Take time to research to fulfill the requirements of the project	- Complete the project on schedule and with quality - Allocate time for specific project tasks	- Consistently delivers quality work - Demonstrates a strong commitment to meeting project requirements - Effective time management skills	- Committed to working effectively and always providing quality information - Allocate reasonable time to complete the project on schedule	- Spend most times follow the project and meet all the requirements - set up approriate time for team meeting and deadlines	- Follow the established plan and guarantee the quality of the work - Dedicated to working efficiently and consistently delivering high-quality information
How I like receiving feedback	- Through messaging - Through meetings	- Direct and constructive - Through messaging - In private	- Prefers feedback through clear and concise messaging - Welcomes face-to-face meetings for in-depth discussions	Receive information through many contexts	- Messaging - Group Calling - Direct meeting	- Messaging - Meetings

Context about me	• Experience with databases • Can build front end and back end for the required application	• Have experience coding basic web applications include front- • Knowledge of html and css	• Experience in coding for web applications, including front-end and back-end development • Proficient in HTML, CSS	• Know and have participated in writing a lot of code for web applications • Know about HTML and CSS	• Know about HTML, CSS and JAVA • Experience in UI-UX design	• Experience in web development (HTML, CSS) • Understand and can apply basically JS and PHP

💬 Communication Channels

Channel	Purpose	Audience
Confluence	Documentation	Core Team
Messenger	Daily work related conversations, announcements	Core Team
Email	Notify when the assigned work is done	Core Team

📅 Meetings

Objective	• Topic discussion	• Instruction to join Atlassian service	• Project Planning and Task Management in Jira	• Relational Modelling Basics	• Identifiers and Relationships
Outcomes	• Choosing topic and research about relevant details, information to understand it	• Assign members to create Atlassian account and join Jira • Assign Thanh Minh to create the project so that everyone can join	**Create Team Proposal:** • Create User Manual. • Create Project Plan. • Create Roles and Responsibilities and Team Home Page. • Risk Assessment Matrix. • Create Persona	• Create Empathy map. • Create Initial ER diagram.	• Fix and complete Empathy Map. • Fix and complete Initial ER diagram.
Format	• Whole team	• Whole team	• Whole team	• Whole team	• Whole team
Who	• Whole team	• Nguyen Quoc Thang	• Whole team	• Whole team	• Whole team
Resources	• Direct	• Direct	• Direct	• Direct	• Direct
How will we show up?	• Respect, equity	• Respect, equity	• Respect, equity	• Respect, equity	• Respect, equity
How will we manage follow up?	• Choosing topic and	• Every member join Jira	• User Manual & Persona: for all	Create Empathy Map : 2 Khang	• Fix and complete

| | research relevant details, information to understand it | • Thanh Minh create project for members to join
• Every member watch tutorial for using Atlassian service | members
• Project Plan: Quoc Thang & Nhat Nam.
• Roles and Responsibilities and Team Home Page: Duy Khang & Trịnh Khang.
• Risk Assessment Matrix: Thanh Minh & Huu Tuong | Create Project Requirement : Quoc Thang - Nhat Nam

Create Initial ER diagram : Huu Tuong - Thanh Minh | Empathy Map: 2 Khang
• Fix and complete Initial ER diagram: Huu Tuong - Thanh Minh |

⬆️ Escalation Process

This table represent people who are in charged of each action.

Decider	How	Transparency	Feedback Loop
Nguyen Quoc Thang	• Submit work via Confluence • Notified member through Messenger	• Tasks will be checked by Thang if it is done then he will configure the status in Jira	• All the members will discuss the work if there is any flaws

💡 Continuous Improvement

Purpose	How
Sharing feedback	Messenger
Lesson learnt.	Confluence

Table showing Poor Contribution Weighting Rubric

Note: Continuous violations of expected conduct may result in email notifications, point deductions, and communication with the instructor.

0 % of Team mark (student receives no marks for team deliverable)	25% of Team Mark	50% of Team Mark	75% of Team Mark
• Consistently absent from all meetings. • No input, ideas, or effort contributed. • Actively hinders team progress. • Complete absence of contribution. • Severely detrimental to the team's success.	• Rarely attends meetings, minimal input. • Limited grasp of project objectives. • Sporadic, minimal contributions. • Consistently hinders team effectiveness. • Significant challenges in efficiency, morale.	• Inconsistent participation, occasional attendance. • Limited contributions in scope and depth. • Basic understanding of project goals. • Some effort to complete tasks, mixed impact. • Occasionally affects team effectiveness, morale..	• Solid contributor, attends most meetings. • Provides useful input, good understanding. • Completes assigned tasks and collaborates. • Contributions vary in depth and consistency. • Generally supports team effectiveness, minor disruptions.