



## BSc (Hons) Computing Science

### OIP Project: Accessible Tours

Done by: **Team 3**

<b>Name</b>	<b>Role</b>	<b>GUID</b>
Daniel Lip	Research Lead	2957935I
Goh Yu Heng	Documentation Lead	2957872G
Jun Hong Sim	Team Lead	2957962S
Benaiah Mark Mo Di	Quality Checker	2957837B
Tan Mun Tat	Design Lead	2957970T
Muhammad Zuhairi Bin Hamzah	Dev Lead	2957840B

## 1. COMMITMENTS

During the project duration (22 July – 8 Aug), all team members agree to:

- 1.1. Maintain honesty and realism in project planning and reporting.
- 1.2. Proactively identify and mitigate potential risks or challenges.
- 1.3. Keep all members updated on progress, changes, or issues.
- 1.4. Prioritize the success and goals of the project above personal preferences.
- 1.5. Commit fully to the project until completion.
- 1.6. Be contactable and responsive between 0900 – 1700 hours on working days.
- 1.7. Provide advance notice with a valid reason for any absence or unavailability.

## 2. TEAM MEETING PROCEDURES

Each meeting will include assigned roles to ensure effective collaboration:

- 2.1. **Meeting Chair** – Leads the meeting and ensures communication is clear.
- 2.2. **Scrum Master** – Facilitates the agenda and manages team workflows.
- 2.3. **Secretary** – Records meeting minutes on a shared digital platform.
- 2.4. **Timekeeper** – Ensures time is used efficiently and meetings stay on schedule.

Roles may rotate per meeting and do not affect individual performance reviews.

## 3. TEAM MEETING GROUND RULES

### 3.1. COMMUNICATION

- 3.1.1. Attempt to resolve disagreements internally; if unresolved, a team vote will be held.
- 3.1.2. All members must be informed about changes to the project scope or plans.
- 3.1.3. Everyone has the right to express ideas without judgement.
- 3.1.4. Keep all discussions relevant to project objectives.
- 3.1.5. Maintain a respectful tone; focus on positive and constructive dialogue.
- 3.1.6. Clarify confusion immediately to avoid miscommunication.

### 3.2. PROBLEM SOLVING


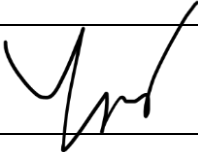
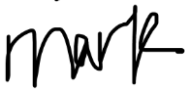



- 3.2.1. Encourage participation from all members during ideation.
- 3.2.2. Provide feedback that enhances ideas rather than dismiss them.
- 3.2.3. Propose practical and actionable solutions.

### 3.3. HANDLING CONFLICT

- 3.3.1. All members have equal voting rights.
- 3.3.2. Address conflicts within the team, not externally.
- 3.3.3. Listen actively and avoid interruptions.
- 3.3.4. Express opinions respectfully and without bias.

## 4. CONTRACT AGREEMENT

By signing below, all team members affirm their agreement with the terms above. Violations of up to 5 times may result in consequences during peer evaluations or other measures as determined by the team.

Team Member	Signature	Date
Daniel Lip		23/07/2025
Goh Yu Heng		23/07/2025
Benaiah Mark Mo Di		23/07/2025
Sim Jun Hong		23/07/2025
Tan Mun Tat		23/07/2025
Muhammad Zuhairi Bin Hamzah		23/07/2025