ITC205 - 1. Initial Meeting Discussion Document - Previous Minutes (23/July/2020)

## Member List: (Maybe Team Name: Procrastination)

* Alain Roberts
* Tim Pickard
* Dylan Sheaves

# Overview:

An initial meeting between members of the group where we discuss topics given in Assessment Item 1 of ITC205.

## Main Topics:

Initial Introduction -

Overview of assessment outline -

Find out the type of meeting (SCRUM, or weekly checkups with timetable changes on a per-week basis)

1. **Organize a meeting** - Topics proposed; Obtaining a schedule of each team member’s available times.
2. **Get together online -**
3. **Organise a schedule of weekly meetings**
4. **Establish a ‘push’ communication mechanism** - Discord for voice chat, and as a record of text based communications.
5. **Allocate tasks for the first iteration.**
6. **Please Note:** there are **two** iterations required to complete Assignment 2. Do not present an 'Iteration Plan' that covers the whole period for Assignment 2. Present an iteration plan that specifies what you are going to achieve in the first iteration.
7. **Record meeting minutes**
8. **Establish a team version control repository.** - Git with GitHub for Windows.

Bitbucket was brought up but it wasn’t chosen as an option the team was keen on using.

1. **Create an individual 'feature branch' for each team member.**

* Discussing points in the team charter document including issues pertaining to points given in this initial discussion document.
* Explore points of a conflict resolution method
* Through each meeting, we will bring up edits and changes made by individuals in terms of organisational issues and/or changes directly related to sections of the assessment including documentation and code(?) changes.
* Discuss ‘Microsoft Project’ in terms of task organisation.

## General Topics:

* The official meeting will discuss each point in Assessment Item 1 for ITC205, including the schedule times.
* Uploading of documents may be on a shared ‘Google Drive’ folder with a possible additional backup on GitHub.
* Use Discord for communication as well as logging.
* Individuals should learn how to use the majority of GitHub’s main features before the next meeting.
* Discuss ‘Microsoft Projects’.

## Individual Tasks:

Alain - Organise Google Drive for file upload and organisation and upload recordings.

Tim - Upload draft excel document defining people’s timetable.

# Conclusion:

* We will abstain from doing the main meeting (with minutes) until after the ITC205 Tut1 on Wednesday 7:00pm - 9:00pm.
* We are comfortable with having Git with GitHub
* The draft date for the official meeting is 4:30pm on 16th July 2020.

ITC205 - Assessment Item 1: Meeting 1 (Pre-Code 17/July/2020)

## Member List: (Maybe Team Name: Procrastination)

* Alain Roberts
* Tim Pickard
* Dylan Sheaves

## Overview:

An initial meeting between members of the group where we discuss topics given in Assessment Item 1 of ITC205.

## Main Topics:

### Team Charter: (Given below is the given template with notes from Tut 1)

**Team Name:** “Procrastination (working title)”

The **purpose** of the document is to create a minutes and team charter for the Assessment 1 for ITC205. More specifically… will be known in the future when the case study is released. (Adaptation (revolutionization) of a library system into a virtual environment).

**Vision:** Utilize good teamwork, deliver successful processes…

**Values:**

*Respect*: Team members should show respect for each other, in the face of other shareholders (including the university, lecturers and other higher-powers), practicing ethical workplace practices (respect between team members and respect for the work of others),

*Dedication*: Team members should aim to achieve the completion of the tasks given in a dedicated and upholding manner, as such to achieve a high grading (High Distinction). Students should also aim to achieve a malleable yet strict work-life balance where students can keep a healthy relationship lessening the issue of burn-out and/or workaholism.

*Dependability:* Team members should; adhere to the given documentation as part of this subject (inclusion of the team charter), should adhere to their given responsibilities, should ensure timeliness is kept (seen during the case of a home/family-emergency)

*Integrity*: Ensuring that all participants are adhering to piracy laws and reference rules defined by the university. Ethical practices should be followed in accordance to university principles and flexibility of personal bias’.

*Timeliness*: Processes should be delivered in a fashion that complies with deadlines and makes best use of the allocated time. This also encompasses a members ability to get back to queries and issues other members have, adherence to time-based operational procedures (ie not taking more time than given to answer questions or etc.

*Equality of Contribution*: The amount of work and time ~demands~ assigned to individual team members should be distributed as evenly as possible, as to avoid team member under utilisation or team member burn out.

Team members are not to monopolise information or strategies that would benefit the team overall. Team members should strive to assist and cooperate with other members to resolve issues where possible and appropriate, as well as ensuring that team members are not held back due to improper balances of workloads.

* Values: High achieving (aspiration types (C/D/HD/Job-type, etc.)), contribution, time, formal and informal situations, polite, timely,

time-amount, work-life balance,

**Team Mission and Objectives or Goals/Purpose and Key Responsibilities**

• Begin with a one or two sentence statement of what the team is supposed to do

• Why your team exists

Vision

• What are you trying to accomplish in general terms

Goals:

• The specific goals and or outcomes that you are hoping to achieve over the life of the team. These include but are not limited to

o Objectives relating to task completion,

o Objectives relating to task quality,

* Attitude and Mutual Expectations (respect)

o The development of specific team “process” skills -

Barrier Identification:

Barriers that can hinder achievement of goals and conflicts with timetabling of other classes, and other existing personal or professional commitments. These should be identified early to avoid any potential clashes, but the risk is acknowledged.

Other issues may be - electrical (and network) since unlike face to face meetings the team is more limited by technological limits than geographical bounds.

• Members should also identify barriers that may hinder goal attainment (e.g. work commitments, not understanding the work required, failing to adhere to ground rules etc.).

• These goals and objectives need not be limited to the course project. Eg. You may want to help each other prepare for exams.

* Inclusion of UP.

**Team Member Skill Inventory/Roles and Responsibilities**

o Team members can identify for the others what they think they bring to the team in terms of the task and maintenance roles they can fulfill.

o You can also identify any skills or knowledge areas they would like to work on during the team process and to solicit the help of others.

* **Alain Roberts:**

*Assessment Skills*: Practiced in Java, little bit of Python, C#, HTML. Job experience and teamwork-job experience, OOP knowledge.

* *Assessment Aspirations*: Work through the given tasks in a professional and well-balanced manner ensuring that tasks are completed with diligence and aiming at a High Distinction as a group.
* **Tim Pickard:**

*Skills:* People skills, Business skills (Accounting software, general business knowledge), proficient in technical skills (Python (OOP), Java (OOP) + Plugin development for games. Excel form generation and creation of databases on Access. Managerial skills (ie, scheduling, making use of resources provided whether it be people or time).

*Aspirations:* To develop a successful, and elegant solution for the Library, and aim to provide the highest quality service for the stakeholders involved in the project. Group High distinction for group procrastination (working title).

* **Dylan Sheaves**

Skills: Strong programming capabilities in C#, Java and Python. Good Problem Solving Skills. Skill with SQL database creation and interactions. Ruthless code optimiser. TODO think and fill in more

Assessment Aspiration: High Distinction on the assessments overall. An end system that is functional but also efficient and as compact as possible.

Basic Role Responsibilities:...

Individual Tasks and Processes:..

**Role Identification**

What are the different roles that members of the team will take on to support its success? These can be permanently assigned or rotated. Examples Include:

• Leader

• Chairperson

• Facilitator

• Scribe/Secretary

• Communications coordinator

• Resource person/Technical support

• Editor

**Mutual Expectations:**

* Respect between each team member and other stakeholders,
* Professional work ethic,
* Group organises rules and responsibilities as a consensus,
* A high level of work quality is produced and maintained, as determined by the group,
* ...

**Operating Procedures:**

***Meeting Structure****:* Meetings occur once a week (contrasting to the previously defined one-a-fortnight structure).

Assume 1-2 hours for meeting time length. 5-10 minutes break.

Minutes recorded through a ‘Google Docx’ document on ‘Google Drive’ with the communication being sent audibly through the ‘Discord’ desktop application as the **‘push’ communication mechanism**.

The time for the meetings is unknown due to not fully knowing the scale of the assessment tasks (Monday Night is preferred, however Monday, Tuesday, Friday could be chosen).

Will need to clarify who writes the minutes for the meetings.

Conflict Resolution Mechanism:

Strike System (probs not) - Only when there may be poor communication/conflict between team members.

Group Meditative System:In the event that there is an infraction against group policy without prior group consensus and dispatch, a full group meeting is to be organised to help discuss, in a mediated manner both the cause of the infraction and to help produce a consensus agreed upon solution to both the infraction and to prevent such infractions in future.

Repeated invocation of mediation processes either within a week or more than one mediation invocation for the same issue despite remediation will involve sir in the mediation process, with further infractions being moved to arbitration by an external third party (likely sir) with the arbitrator having dispatch to remove the cause of the infraction from the group in the event that the cause of the infractions is irreconcilable to the group.

Evidence is to be provided on a provisional basis as much of the groups communications and work systems actively log interactions (discord and text messages both record time stamps for instance) and so little is required in the way of additional evidence of most group infractions.

1. The first time that a infraction occurs, the team will meet and discuss any ways in which they can make it easier for the person who is not pulling their weight, to ensure that the person is aware that they are not meeting standards, and that there is training or a way to make this barrier disappear.

2. On the second time an infraction occurs for the same issue, sir (James Tulip) will be contacted to help resolve the issue.

3. And above.

All meditative sessions will be logged and recorded (audio and time-stamped through computer time and Discord logged time).

*Contact Escalation Procedure -* Members of the team all have a duty to answer and acknowledge all queries and communication directed at them.

A ping on a discord is defined as a message directed at a person or the group.

An @everyone message are general group messages, if you need someone specific, use the direct ping system (eg. @TimNerd2), and then follow the contact escalation procedure as follows, Generally, communication will be escalated in the following form:

* A direct ping or notification on discord first, if the issue is not completely urgent.
* A text message to an individual member if there is a question that needs answering somewhat promptly.
* If an issue needs an urgent reply, a phone call is the last resort, and only if the issue needs directly solving.

*Exceptions and protocol*

* Even in these cases, it is important to acknowledge that there are factors that mean
* even with a phone call that a reply may not occur immediately. These can be things such as Driving, being out of reception and many more. If you are away from the area, as soon as convenient acknowledge the message or phone call.
* As a general rule communication responses are expected within 8-12 hours of the initial communication delivery. These times are shortened by roughly half per the level of urgency increased

**Ground Rules and** The basic values and operating principles and procedures that will govern your life as a team. They may include such things as:

* Set fairly-strict definitions for flexibility (very-few/no weasel words), like 2-hours of communication,

or ASAP.

Indisputable contact rulings (turnaround time, whenever someone doesn't check in), strict communication

Meeting times and locations

• Assignments

o Assigning responsibilities

o Setting deadlines

o Meeting deadlines

o Quality of work

• Meetings (format and applications)

o Attendance Expectations

o Schedules/times

o Locations

o Coming Prepared

o Protocol

o Agendas

o Notifications

o Record keeping

• Attitude

• Contacting

o Method (email, phone, on-line etc.)

o Limits

• What will serve as acceptable excuses

• Remediation Procedures

• How will decisions be made within the group?

Decisions should be done as a whole group, as a consensus/infallible decision.

Conflict Resolution Mechanisms and Operating Procedures

• What are potential sources of conflict and how will you deal with them?

• Eg. All problems will be kept within the group until that is no longer a solution and then we must go to the instructor.

* (strike policy (warning, warning, immediate action, all noted in meeting minutes, third one notifies higher authority (James Tulip))),

swap positions around for meetings... maybe.

* Evidence provision for each statement.
* Personal Issues and Escalation

8-12 communication

**Evaluation and Reflection:**

At the start of the meeting, we should evaluate the team performance.

This includes any notices that may involve a lack of communication and any lack of progress that may be achieved. This notice should be sent to the Discord chat ASAP but will be brought up at the meeting.

## Topics for Post-Code Meeting:

* Next Meeting scheduled for 20/July/2020
* Correct utilization of GitHub and the multiple branch types.
* Jira for updating with GitHub.
* Learning GitHub.
* Iteration times;
* Once the code has been updated we will be able to better define the purpose, goals and other parts(role responsibilities) of the team charter.

**Sign Off:**

I have participated in the development of this charter and agree to it.

Team Member: *Alain Roberts*: Roberts, A.

E-mail: [trick17ar@gmail.com](mailto:trick17ar@gmail.com)

Phone: 04 59 228 710

Team Member: Dylan Sheaves   
E-Mail: neoeyesgameboygeek@gmail.com

PH: 04 9776 8556

*Timothy Pickard*:

Pickard, T.

Email: [timp624@yahoo.com.au](mailto:timp624@yahoo.com.au)

Phone: 0497 874 763

Date: 17/July/2020