VIETNAM NATIONAL UNIVERSITY, HO CHI MINH CITY
UNIVERSITY OF SCIENCE

Team contract

22CLC05 - Group 01

Group's name and leader

Name: Manga Geeks

Leader: Nguyễn Thành Nhân

Members list

ID	Full name	Email	Role
20127115	Lâm Quốc Bảo	lqbao20@clc.fitus.edu.vn	Frontend dev
22127145	Nguyễn Quốc Hưng	nqhung22@clc.fitus.edu.vn	Ui/UX designer, Frontend dev
22127228	Lâm Gia Lạc	lglac22@clc.fitus.edu.vn	UI/UX designer, Tester
22127304	Nguyễn Thành Nhân	ntnhan221@clc.fitus.edu.vn	Group leader, Project Manager, Backend dev

Responsibilities of each role:

Role	Responsibilities
Group leader	Host the weekly meetings. Write meetings report. Resolve conflicts.
Backend dev	In charge of the backend code, they decide how the backend is implemented. Review and approve merge requests relating to backend code. Build a server to handle client's requests such as registration, login, retrieving and updating data of the database.
Frontend dev	In charge of the frontend code, they decide how the frontend is implemented. Review and approve merge requests relating to frontend code. Build the client side to send requests to the servers, get the response from server and make use of it (display it on the website, use it to filter display content…).
UI/UX designer	Design how the website looks, how the widgets are laid out to enhance the user experience.
Tester	Look for potential bugs and give feedback to improve the website.
Project manager	Make plan for the project's milestones, deadlines. Track the progress of the project, assign tasks to each member.

According to the instructor, every member will have to do full-stack coding, and follows the decisions of the backend/frontend/UI/UX design/testing lead.

For example, every member will have to code a portion of the backend according to the requirements/designs of the backend lead.

Communication Plans

Use Facebook's Messenger/Discord to communicate, each member should check messages at least once every 2 days.

Use Google Meets for online meetings, 1-2 times a week.

Work Schedule and Deadlines

Milestones and deadlines:

Milestones	Deadlines (may be adjusted)
Designing the structure	27/10/2024
Designing UI/UX	27/10/2024
Coding the backend	17/11/2024
Coding the frontend	17/11/2024
Final testing	24/11/2024
Writing documentations	08/12/2024
Making final reports	TBA

With this schedule, we will have 2 free weeks to adjust to unexpected delays.

In case of missed deadlines and unexpected delays, the members responsible for delays should work overtime to deliver the deadlines, while others continue with their next tasks. In case of emergency, other members should help to deliver the missed deadlines faster.

Code and Documentation Standards

Coding conventions: the source code should be formatted (proper indentation, spacing, commenting).

Coding tools: word editors such as VSCode, Sublime Text… or any text editor/IDE that each member prefers.

Version control and collaboration tools: Git and GitHub.

Tasks assigning tools: Google Sheets.

The documents should also be properly formatted, with no spelling errors. The documents should be well structured, making it as easy as possible to comprehend the source code.

Members should not plagiarize when writing documents. All references should be properly included in the documents.

Accountability and Performance

A member's contribution is based on whether they complete the tasks or not. In case a task is delivered by multiple members, it should be based on the workload of each member in that task.

If a member helps with others' task (help with coding, documenting…), they will be considered as a contributor to that task. Helping by giving advice will not count as contributing to a task.

If one member underperforms, they should ask for other members' advice. If urgent, they should ask for help with coding/documenting.

If a member:

- Doesn't meet the deadline and doesn't explain their reasons for more than 3 times
- Deliberately deliver the deadline for the sake of deadline (not trying their best, poor quality of work with minimum or no effort)

Their final contribution rate will be 0%, and their name will not appear in the final written report. The tasks will be re-distributed to the rest of the group.

Decision-Making Process

Decisions shall be made via voting.

In case of disagreements, the group leader shall decide.

Conflict Resolution

Members should try to address the conflicts by communicating with each other.
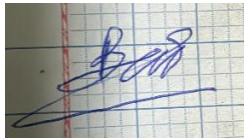
Should the conflict escalate, and the group cannot resolve it, the group leader will ask for the instructors' advice to look for a way.

Review and Update Process

This contract will be reviewed and updated when:

- The milestones and deadlines need to be updated.
- Communication plan needs improving.
- This contract needs to be improved based on the instructors' feedback.

Group members' signatures

Member's name	Signature
Lâm Quốc Bảo	
Lâm Gia Lạc	
Nguyễn Quốc Hưng	
Nguyễn Thành Nhân	