**Group Agreement and Plan**

**Group Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact information** | **Class Day & Time** |
| Jake Hardy | 0400100654, [105921038@student.swin.edu.au](mailto:105921038@student.swin.edu.au), Discord: nonstopcola | Monday, 12:30-2:30 |
| Kyle Perry | 0474759140, 106911291@student.swin.edu.au, Discord: kyleperry06 | Monday, 12:30-2:30 |
| Tate Newman | 04326627999, 105750274@student.swin.edu.au, Discord: nightreaper82 | Monday, 12:30-2:30 |
|  |  |  |

**Group name (optional)**

JKT

**Group style and roles**

Who does what and how will you work together? Who will be responsible for submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?

Tate Newman:

* Shared Responsibility: about.html information, index.html, Communication
* Individual Responsibility: styles.css

Kyle Perry:

* Shared Responsibility: about.html information, index.html, Communication
* Individual Responsibility: jobs.html, apply.html

Jake Hardy:

* Shared Responsibility: about.html information, index.html, Communication
* Individual Responsibility: Submission, Project Management / JIRA, Booking, Communicating changes in schedule, about.html

**Timeline**

*When do you need to make decisions by? When do tasks need to be done by to make sure you submit on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances).*

**4th Week: All planning completed, potentially some programming started**

**5th Week: Programming of CSS and HTML started, mostly done by the end of the week**

**6th Week: Finishing off CSS and HTML, submitting the project by end of the week, giving time for resubmission in case of necessary changes.**

**Communication Plan**

*Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents etc. How often and how will you communicate? What are your expectations on others responding to your communications?*

Discord will be the main way of communication, with weekly meetings after a Monday class in Library.

**On-track behaviours**

*What behaviours will result in great group outcomes?*

Submitting work on agreed upon times, effectively communicating between members, assisting members when needed, commenting and annotating code

**Off-track behaviours**

*What behaviours would result in group outcomes that aren’t great?*

Not submitting work on time / at all, not communicating with other members, not commenting in code

**Resolving tensions**

*How will we resolve tensions/off track behaviour as a group?*

If a tension is to arise it will be resolved through civil discussions amongst group members if behaviour is to continue tasks will be reassigned to other group members and their contribution will be diminished.

**Team Expectations:**

|  |  |
| --- | --- |
| **1.** | **Complete all individual tasks** |
| **2.** | **Work together to complete shared tasks** |
| **3.** | **Submit all tasks on agreed upon time** |
| **4.** | **Ask for help if help is needed** |
| **5.** | **Effectively communicate changes in schedule** |
| **6.** | **Check team discord once every 12 hours at least** |

**Member 1 Initial: J.H**

**Member 2 Initial: K.P**

**Member 3 Initial: T.N**

**Member 4 Initial:**