TEAM PROFILE and CAPABILITY ASSESSMENT

TEAM NAME	Crazy Thursday
TEAM NUMBER	CC30-5
TEAM MEMBERS	Nuojin Zhang(520220098)
	Quanling Xia(540141568)
	Tianqi Liu (530643227)
	Huiwen Zhao(530612027)
DOCUMENT VERSION	V4.0
EFFECTIVE DATE	7th March 2024

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1. Team Name

Crazy Thursday

2. Individual profiles

2.1. Team Member 1

Name	Nuojin Zhang
Preferred name	Aaron
Student ID	520220098
Skills (not only in IT)	Machine Learning, Software Development, UI Design
Experience	Game software backend design, physical model design
Career/life ambitions	Data analyst or software engineer
Hobbies, sports, home life, etc.	Computer games, basketball

Descriptor:[1] In your own words, assess your strengths (capabilities)	Rating: How strong?		
	1 = quite	2 = mostly	3 = very
Problem-solving skills		✓	
Communication skills			✓
Adaptability		✓	
Technical skills		✓	
Descriptor: In your own words, assess areas in which you'd like to improve	Rating: How much?		
	1 = a bit	2 = more	3 = a lot
Time management planning		✓	
Public speaking			✓

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[1] A word or phrase used to identify something

2.2. Team Member 2

Name	Quanling Xia
Preferred name	Lily
Student ID	540141568
Skills (not only in IT)	*Python, c++*
Experience	data analysis
Career/life ambitions	Data Analyst or computer game designer
Hobbies, sports, home life, etc.	badminton

Descriptor: In your own words, assess your strengths (capabilities)	Rating: How strong?		
	1 = quite	2 = mostly	3 = very
communicate with others			✔
optimistic			✔
learning ability		✔	
Descriptor: In your own words, assess areas in which you'd like to improve	Rating: How much?		
	1 = a bit	2 = more	3 = a lot
lack of determination		✔	
not brave enough	✔		
lazy		✔	

2.3. Team Member 3

Name	Tianqi Liu
Preferred name	Leo
Student ID	530643227
Skills (not only in IT)	*Python, SQL*
Experience	Mathematical Competition In Modeling Meritorious Winner（2020）
Career/life ambitions	Data engineer or investment consultant
Hobbies, sports, home life, etc.	Swimming

Descriptor: In your own words, assess your strengths (capabilities)	Rating: How strong?		
	1 = quite	2 = mostly	3 = very
Willing to learn			✔
Good listener			✔
Energetic		✔	
Descriptor: In your own words, assess areas in which you'd like to improve	Rating: How much?		
	1 = a bit	2 = more	3 = a lot
Lack of determination		✔	
Procrastination		✔	
Being too emotional	✔		

2.4. Team Member 4

Name	Zhao Huiwen
Preferred name	Zhao Huiwen
Student ID	530612027
Skills (not only in IT)	*drawing/dancing*
Experience	Undergraduate in The Beijing Jiao Tong University
Career/life ambitions	Become a Senior Software Engineer
Hobbies, sports, home life, etc.	swimming

Descriptor: In your own words, assess your strengths (capabilities)	Rating: How strong?		
	1 = quite	2 = mostly	3 = very
Willing to learn			✓
Energetic	✓		
Good Listener		✓	
Humility		✓	
Optimistic	✓		
Descriptor: In your own words, assess areas in which you'd like to improve	Rating: How much?		
	1 = a bit	2 = more	3 = a lot
Procrastination		✓	
Avoidance of Risks			✓
Overdependence on Others	✓		
Short-sighted		✓	
Lack of Networking	✓		

3. Team capability assessment

Capabilities	RATINGS (1 = quite, 2 = mostly, 3 = very)				SUM
	STUDENT1	STUDENT2	STUDENT3	STUDENT4	
Willing to learn			3	3	6
Negotiation	3	3			6
Good Listener			3	2	5
Optimistic		3		1	4
Energetic			2	1	3
Humility				2	2
Technical skill	2				2
Adaptability	2				2
Problem-solving skills	2				2

Areas For Improvement	RATINGS (1 = quite, 2 = mostly, 3 = very)				SUM
	STUDENT1	STUDENT2	STUDENT3	STUDENT4	
Procrastination			2	2	4
Lack of determination		2	2		4
Avoidance of Risks				3	3
Public speaking	3				3
Short-sighted				2	2
Lazy		2			2
Time management planning	2				2
Lack of networking				1	1
Overdependence on Others				1	1
Being too emotional			1		1
Not brave enough		1			1

4. Team Governance

Governance encompasses the system by which an organisation is controlled and operates and the mechanisms by which it and its people are held accountable. It includes policies, roles, responsibilities, and rules. The following sections describe those we have developed for our team.

4.1. Team Policy

Policy guides what our organisation (i.e., our team) will do and how we will do it. It is a principle (or set of principles) that helps us determine roles, responsibilities, and rules. The table below identifies and explains our policies.

POLICY TITLE	POLICY DESCRIPTION	EXPLANATION
Punctuality	group members are expected to arrive promptly for scheduled meetings, adhere to deadlines for project completion, and maintain consistent attendance during designated work hours.	Punctuality does good for team cohesion and productivity.
Responsible and Ownership	Group members are expected to actively engage in their studies, seek help when needed, and demonstrate accountability for their actions.	Taking responsibility and ownership would enhance the quality of group project and encourages Initiative.
Fairness	*Fairness governs our decision-making processes, including grading, classroom interactions, and access to educational resources and support services.*	Fairness ensures all members are treated with equal respect and given equal opportunities.
Keep Learning and Growth	Group members *are encouraged to explore new subjects, participate in extracurricular activities, and seek out mentorship and career development resources.*	It ensures team members improve their problem-solving skills and adaptability to future challenges.

4.2. Team roles and responsibilities

The following roles and responsibilities align with our Team policy.

a. A **coordinator** (you may rotate this; if you do, make sure that the name of the current coordinator is updated in the table below). The coordinator:
   i. Negotiates the schedule of tasks and meetings
   ii. Prepares for and runs meetings according to the guidelines in the document [How to Prepare and Conduct Meetings: INFO5990 Professional Practice in IT (sydney.edu.au)](sydney.edu.au).
   iii. Makes sure assigned tasks are finished on time,
   iv. Makes sure all members of the team are participating in the activities
   v. addresses problems (including the need for conflict resolution) with any of the above or refers them to a tutor

b. A **recorder** (rotate this role through the team) who:

    i. Records meetings as set out on the Canvas page How to Prepare and Conduct Meetings: INFO5990 Professional Practice in IT (sydney.edu.au).

    ii. upload a copy of the meeting records in the files section of your team's Canvas Workspace

c. An **observer** (rotate this role through the team) who, at the beginning of meetings, observes and asks for comments on:

    i. What is working well in the team

    ii. What needs improvement

The recorder must record these in the meeting records.

4.3. Record of roles

ROLE	ALLOCATED PERSON
Coordinator	Huiwen Zhao(530612027)
Recorder	Nuojin Zhang(520220098), Quanling Xia(540141568)
Observer	Tianqi Liu(530643227)

5. Agreed team operating rules

POLICY TITLE	RULE	EXPLANATION
Cooperation	Every group member must cooperate with others	Cooperation is very important, everyone should contribute to the team
Responsibility	Group members should take responsibility for the teamwork	This allows us to do it with a higher quality
No quarrels allowed	Group members are not allowed to quarrel with others	If we have different ideas, we should communicate with each other rationally. Quarrel cannot solve any problem
Weekly review	Group members should review the agreements weekly	Find out unreasonable agreements and improve agreements
Communication	If there are some conflicts in our group, we should communicate together to solve them.	Open communication is the best way to resolve conflicts.

6. Amendment History

VERSION NUMBER	DATE	APPROVED BY	AMENDMENTS
V.1.0	25 Feb 2023	Dr Andrea Stern	Creation of initial template

V.2.0	1 Aug 2023	Omar Acuache	Major modifications to the template. Updated the instructions.
V.3.0	16 Feb 2024	Omar Acuache	Major modifications to the template. Updated the instructions.
v.4.0	7 March 2024	All Team Members	Fill in the details of profiles, policies etc.