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| ICT30017 - ICT PROJECT A |
| TEAM PLAN |
| PORTFOLIO TASK 1 |

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| SUBMITTED: 08/0/2024.  SUBMITTED: 08/03/2024 |

GROUP 2

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1. **Acknowledgement of Country**

We acknowledge the traditional custodians of the land on which we gather, the Wurundjeri people of the Kulin Nation, and pay our respects to their elder’s past, present, and emerging. We recognize their continuing connection to the land and culture and honour the significant role they play in shaping the identity and history of this region.

1. **Contributions**

**2.1. Rubie Stannard: 103982732**

I contributed to this task by making the document, adding the cover page, table of contents, tables, headings, writing the acknowledgement of country, agreement, organisation plan, and any information relating to myself.

**2.2. Qiao Jun Chan: 103490604**

My contribution was creating a team roadmap to outline the vision, direction, priorities, and progress of a team's work over a specific timeframe. Ensuring the team's efforts align with broader organizational goals and provides clear guidance on what needs to be achieved.

**2.3. Dylan Morrison: 101111673**

I contributed to this task by filling in relevant details about myself, assisted in sharing views on roles and responsibilities, as well as risk management, to ensure I shared our team’s vision of the plan.

**2.4. Mingyuan Wang: 104195667**

I contributed to this task by filling in tables, adding some content into risk management and mitigation plans.

**2.5. Henry Hua Rong Wang Hong: 104792738**

I filled in the profile of members, roles and responsibilities that belong to me. In addition, when I filled in the content of the risk management, I put forward many of my views and filled in the list.

**2.6. Tan Dat Do: 103498255**

I contributed to this task by filling out the table, added some ideas to the risk management, and added any information about myself.

1. **Team Information**

**3.1. Profile of Members**

This table contains a brief description of each members technical skills (e.g. expert in a particular tool, experience with a framework, experience in relevant software), soft skills (organization skills, project management experience), communication style (e.g. outspoken vs shy, confidence in English, preferred mode of communication), teamwork experience (e.g. initiators, responders, leaders, writers, editors) and other relevant background knowledge that will be helpful for the team.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Technical skills** | **Soft skills** | **Communication** | **Teamwork** | **Other** |
| Rubie Stannard | - HTML  - CSS  - Some PHP and JavaScript  - SQL | - Organisation  - Management  - Making things look neat | - Outspoken | - Initiator  - Leader  - Writer  - Editor | I like setting things up and making everything look good. |
| Qiao Jun Chan | - HTML  - CSS  - Data visualisation | - Research skills  - Self-management  - Teamwork | - Shy, but will try my best to actively participate | - Writer  - Editor  - Will offer support if I can | I don’t procrastinate. I would like to get things done early as it can. |
| Dylan Morrison | - HTML  - CSS  - JavaScript  - SQL | - Logic flow skills  - Attention to detail | - Moderately shy, but actively attempts to communicate | - Responder  - Editor | Problem solving is interesting to me. I enjoy related tasks. |
| Mingyuan Wang | - HTML  - CSS  - JavaScript  - Databases (SQL)  - A little PHP | - Research skills (scenarios, images, data)  - Communicate skills | - Open, but need to improve | - Arranging  - Editor | Try something new and adapt to challenges. |
| Henry Hua Rong Wang Hong | - HTML  - CSS  - SQL | - Solving problems with a positive attitude | - Difficult online communication  - Able to communicate online  - Actively participates in teamwork | - Editor | I want to try to complete all kinds of tasks, and I will try to solve them myself before asking for help. |
| Tan Dat Do | - HTML  - CSS  - JavaScript  - SQL | - Research skills  - Teamwork | - I was the last one added to the team, but I will try my best | - Editor | I will try to complete tasks and contribute as much as possible. |

**3.2. Roles and Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| Rubie Stannard | Scrum master | - Submit documents  - Make documents  - Assign tasks  - Make things look neat  - Organise the documents  - Help with the PHP and code if needed |
| Qiao Jun Chan | Database maker and data collector | - Collect or create data like elderly people and staff profiles for testing purposes  - Make databases |
| Dylan Morrison | JavaScript developer | - JavaScript design  - JavaScript integration  - Assist with other development areas if needed |
| Mingyuan Wang | Website developer | - Front-end website design  - Back-end design  - Collaborate with other team members |
| Henry Hua Rong Wang Hong | Website editor | - Write and edit HTML  - Write and edit CSS |
| Tan Dat Do | Website developer | - Support and help other web developers with HTML, CSS, JavaScript  - Backup developer |

**3.3. Teamwork Roadmap**

Each week, we will conduct a workshop that serves as an opportunity for exchanging ideas between different groups. Additionally, we have scheduled a weekly meeting every Friday, exclusively for our group and the supervisor, via Zoom. This meeting focuses on presenting our progress and addressing any challenges encountered. For ongoing communication and interaction, we utilize Discord. This approach ensures a cohesive and dynamic working environment, promoting continuous engagement and problem-solving.

A screenshot of a computer

Description automatically generated

1. **Organisation Plan**

Our team’s organisation plan includes methods, frequency, and reasons of communication, the software being used to complete the project, how documents will be managed, and the submission of work.

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| **Reason** | **Frequency** | **Method** | **Description** |
| Communication | Daily | - Discord | Discord will the main channel of communication. We will message on our group chat. |
| Facilitator meeting | Friday at 10:30AM | - Microsoft Teams | The weekly supervisor meetings will be used to discuss our project and team progress. |
| Team meeting | Friday at 11:30AM | - Discord | Weekly team meetings will be had to ensure everyone is up to date, and for anyone to update others on what they’re doing. |
| Communication | As needed | - Student email  - Canvas group | These are available as another form of communication if we decided to use them, or if no one can be contacted via Discord. |
| Coding | When coding | - Visual Studio Code | Visual Studio Code will be the software used to code. Everyone using this platform means everyone will be on the same page, and no troubles in cross platforming will arise. |
| Uploading, storing, and sharing the code | When code is created or changed | - GitHub | Since the team will need to be coordinated with the code, GitHub will be used as it ensures everyone has the same code, as long as they push and pull the repository after changes are made. |
| Storing and sharing documents | As needed | - Discord  - Google Drive | Documents and code will need to be shared, so Discord and Google drive will be the places where they will be stored. Having multiple places where documents are stored gives team members the option of where they want to access the documents. |
| Making documents | As needed | - Google Docs  - Microsoft Word | Documents will be made on Google Docs so everyone has access to a copy, and on Microsoft Word because that’s Rubies preferred method of documentation. |
| SQL | As needed | - Azure SQL  - Firebase | When databases need to be made, these will be used as the software of choice. |
| Document hub | As needed | - Google Drive | All documents will be stored here for everyone to access. |
| Submission | At 5:00PM the day the assignment is due | - Canvas | Assignments and work will be submitted by Rubie Stannard. |

1. **Risk Management**

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|  |  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Certain** |
|  | **Catastrophic** | None of the project is delivered – Deliver whatever part of the project there is | The code has many bugs and errors meaning it doesn’t function properly – Fix and run the code | Team members don’t communicate enough meaning tasks are repeated | The project isn’t complete because a major task hasn’t been done – Go back and complete the missed task | Assignments or tasks aren’t completed on time – Have a meeting and help members complete the tasks |
| **Major**  **Severity** | Project progress is lost and needs to be redone – Make sure one member has a backup of everything | Code errors and bugs can’t be identified or fixed | Members aren’t coordinated when using GitHub resulting in code issues and errors – Have one member send the others the most up to date code and start from there | The team can’t keep up with the project timeline, and therefore fall behind – Ask the supervisor to help the team with the task issues | Members have different copies of the code because changes weren’t announced or uploaded to GitHub – Find one copy of the code for everyone to start on |
| **Moderate** | Team members don’t know what they’re meant to be doing | A team member leaves the group when no backup plan was made | Some parts of the code don’t work, while other parts do – Developers help each other | Team members are absent for a period of time – Stay in contact with each other, and notify the supervisor if things get worse |  |
| **Minor** | Meeting time between team members isn’t consistent – Schedule team meetings for Friday at 11:30AM | Project requirements are added or modified | Team members can’t keep each other updated – Assign one member as the updater or reminder | Team members fail to communicate and meet at designated times | Team members clash because they have different views for the project – Unify data information to the scrum master |
| **Insignificant** | New members join requiring work to be reassigned – Communicate and assign a reasonable role to the member |  | The project is delivered to a passable standard |  |  |
|  |  | **Probability** | | | | |

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|  |  | **Low** |  |  | **Moderate** |  |  | **High** |  |  | **Extreme** |  |  |

1. **Agreement**

**6.1. Communication**

I will check our agreed communication channels daily. Contact with my team will be made via Discord, student email, or the Canvas group.

I will inform group members if I can't be contacted.

Work allocated to each group member will be documented and distributed via Discord, student email, or the Canvas group.

All team communication will be in English.

**6.2. Meetings and Attendance**

Meetings with the facilitator will occur on Friday at 10:30AM, and meetings with the team will occur on Friday at 11:30AM.

Meetings will be scheduled at a time and place that is convenient to the majority of members and consider the following issues as much as is practical:

* scheduled university classes
* travel time and cost from diverse locations
* quality of internet connection
* part-time or full-time work commitments
* parental and family responsibilities

I will be in attendance and on time for each and every team meeting.

Should an emergency arise that prevents me from attending a team meeting, I will notify my team members immediately.

I will attend workshops on a regular basis.

**6.3. Work Ethic**

I will do my share of the group work. There will never be an occasion where one team member does all of the work, nor will there be a time when a team member does none of the work.

I will complete the work assigned to me and complete it on time.

I will be an active member of this team in all aspects.

Prior to meeting, I will be responsible for being familiar with the meeting topic.

**6.4. Work Quality**

All team members are required to understand every part of each activity.

If I do not understand a concept or solution, I will do one or more of the following:

* ask my fellow group members
* talk to my tutor
* do my own research

Each team member will agree the work is at an acceptable standard before submitting the work.

I will do everything in my capabilities to help my fellow group members understand the work.

All team members are responsible for ensuring that the produced work is free from plagiarism.

**6.5. Complaint Process and Penalties**

I will communicate with my fellow team members about any concerns I have about our teamwork.

In order to issue a warning or to take further action, the rest of the team members must agree.

If a team member breaches any of the agreed upon terms, members must email the tutor specifying the actions taken by the offending team member and request a mediation session with tutor during tutorial time.

As a member of the team, I agree to be bound by this team agreement. This team agreement can be changed only if all members agree.

**Signed**

|  |  |
| --- | --- |
| *Qiao Jun Chan* | *D Morrison* |
| *R Stannard* | *Tan Dat Do* |
| *Henry Hong* | *M Wang* |