



**FINC5001: Foundations in Finance**  
**Semester 2, 2023**  
**GROUP FORMATION AND AGREEMENT FORM**

**Weighting: 20%**

**Due date: Sunday 24<sup>th</sup> September 11:59pm**

***Important:*** Please remember to submit this form on the Assignments tab in Canvas by the deadline above. While the group formation form will not be graded, failure to submit the form on time will result in a 10% deduction to your Major Assignment grade.

Only the group leader needs to submit their group formation form and Canvas will automatically apply the form to the entire group.

*Declaration:* We have exchanged contact information and have agreed to suitable times when we can meet to work on the Major Assignment. Each of us has read the Unit of Study outline for FINC5001 (Foundations in Finance) and Major Assignment Instructions, visited the website: <https://www.sydney.edu.au/students/group-work.html> and understand the responsibilities associated with group work. We agree to allocate the workload fairly and each group takes responsibility for the whole assignment. **Groups can have 4 group members.**

1*	Student Name	Yishuo Chen	SID	530116938
	E-mail	Yche3825@uni.sydney.edu.au	Contact Number	0492958490
	Signature	Yishuo Chen		

\* This person (group leader) will be the primary contact for the group.

1. The group leader will be the primary contact person of the group.
2. The group leader will be responsible for submitting the final Major Assignment on Canvas.

2	Student Name	Yuqing tong	SID	530232375
	E-mail	13241285690@163.com	Contact Number	0412516872
	Signature	Yuqing tong		

3	Student Name	MEIHUI ZHENG	SID	530088059
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4	Student Name	Bing Zhang	SID	520141966
	E-mail	61191053@qq.com	Contact Number	041312186
	Signature	Zhang bing		

As a **group**, please answer the questions contained in the boxes below:

**1. Provide details of how your group will communicate with each other.**

We have regular team meetings, which can be held in person or virtually using video conferencing tools like Zoom or Microsoft Teams. Depending on the nature and objectives of the group, we use social media platforms such as Wechat and Zoom for public communication. Keeping organized documents like shared documents in a cloud storage service like Google Drive or Dropbox helps ensure that all team members have access to important information.

**2. Provide details of when and where your group will meet to work on the Major Assignment.**

Our group meet every Tuesday at 1pm on ABS Building, each meeting is scheduled to last approximately 2 hours, with the group leader sending out an agenda at least a day in advance. In addition, we use WeChat or Zoom for daily communication and discussions. In case any member is unable to attend, they are required to inform the group at least a few hours prior. The meeting will proceed as planned, and the absent member will be updated on the discussion points afterward. As the assignment deadline approaches, we may increase the frequency of our meetings to ensure timely completion and quality of work.


**3. Provide details of how your group plans to resolve any conflicts that arise when completing the Major Assignment.**

**We will clear delegation of roles and responsibilities is key to avoiding conflicts. We ensure that everyone understands their tasks and responsibilities from the beginning.**

**We approach conflicts as problems to be solved collectively rather than as personal disputes. Group members are encouraged to brainstorm solutions and work together to find the best resolution.**