Team Number: S03

Team Members: Syamim Abdul Rahman Deen, Chin Hong Shen, Khant Zeyar Hla Shwe, Adrian Leong
Date: 24/08/2024

Purpose:

This chart highlights our team's goals and values for our portfolio. It provides a guideline for how our team should operate to ensure that an effective result is delivered. We will cover the main values our team should strive to achieve as well as our methods of handling potential problems in the future. Furthermore, we will cover our modes of communication and collaboration to demonstrate how our team will work together in order to achieve our goals.

Team Objectives:

- Create a stress free environment that allows the members to freely express their ideas.
    - Measurement: Participation from all team members for ideas.
- Promote collaboration to enhance each other's capabilities.
    - Measurement: Frequent communication.
- Careful planning on sharing resources to ensure the portfolio is completed on time.
    - Measurement: Timely progress of our deliverables.

Team Characteristics:

Strengths:
- Diverse and inclusive team
- Avid gamers who know the playerbase

Weaknesses:
- Lack of team cohesion due to the newly formed team with no experience working together.
- Some members have less working experience.

Core Values:

- Effective
- Open and clear communication
- Creativity
- Adaptability to different circumstances
- Shared vision
- Respect
- Inclusivity

Group Norms and Code of Conduct

Collaboration
- Work using canva and google docs to work on the deliverables together.
- Meet weekly in the applied sessions to discuss our progress.

Communication
- Communicate when necessary. Discussions can be raised whenever there is a question from any of the members.
- Members will review each other's work upon completion and provide constructive feedback. Changes will then be made based on this feedback to improve the deliverables.

Communications

- Use WhatsApp for any urgent issues.
- Weekly meeting in the applied class.
- Utilize Google Docs to work on any documents together.
- Canva to work on the demonstration slides.

Problem Solving

1. Weak resources and time allocation for each project in the portfolio can delay the project.
   - Solution: Use Gantt Chart for prioritization and timeline
2. Files can be lost and cause the team to lose their progress.
   - Solution: save a copy of the work in cloud services online in case the files get damaged.
3. Total budget may not be enough, which leads to tight management of resources
   - Solution: Refine project scopes to fit the budget constraints

Conflict Management

Conflict management is based on the framework produced by [NavFac](#).
Circumvent
- When the issue is negligible

Concede
- When the issue could cause disharmony within the team.

Compromise
- When a solution that is accepted by the majority is required

Collaborate
- When an issue requires a lasting resolution.

Compete
- When decisive action is required

Signatures

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