UNSW Business School

School of Information Systems and Technology Management

**INFS5710**

**Group Contract**

# Team Project Charter

The Team Project Charter is a project planning and management tool. It can be used in concert with a Gannt chart or similar. Your team is to work together on planning, analysing, developing, preparing slides, proofreading and record a video for submission. You are also jointly responsible for allocating relevant tasks including research, logistical and organisational duties. Each team member is expected to have a similar level of involvement and contribution to the assessment process and product. **You must submit your completed charter, signed off by each team member, and submit on Moodle. Please refer to the submission date of the Group Contract in the Group Assignment Specifications.**

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| Group Number: | H17A - 04 |

## Team members

|  |  |  |
| --- | --- | --- |
| Name | ZID | Signature |
| Qingyang Zhang | z5210743 |  |
| Vaishnav Gadia | z5443767 |  |
| Manav Abichandani | z5407735 |  |

## Group Norms

Below is a set of group norms to help your group work well together.

1. *Directions:* Delete the norms the whole group decides to discard, and/or add extra norms as required.
2. If there is a disagreement, take a vote or negotiate to come to an agreement.

By doing so, each group members to follow these norms and hold others accountable for them.

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| **Communication**   1. Respect and value other member’s opinions and input, even if it differs from your own. 2. Present yourself respectfully and professionally, especially when there is potential for conflict. 3. Address issues with group members in a timely and respectful manner. 4. Be willing to talk about group dynamics. 5. Be truthful and share openly. 6. Provide eye contact when speaking and listening. 7. Keep in touch outside of class. 8. Respond to emails, texts, or calls As Soon As Possible (ASAP), no later than 24 hours 9. Use whiteboards in class to visualise and/or share ideas. | **Work Quality**   1. Develop a timeline for all group projects within one week of date assigned. 2. Submit all work/materials in on time. Let group know well in advance if you are falling behind. 3. Be prepared for all meetings. 4. Work honestly: don’t cheat, plagiarise, or expose the group to disciplinary action. 5. Take on a fair share of group projects. 6. Complete tasks on or before assigned deadlines. 7. Take responsibility for your own mistakes and take steps to resolve them. 8. Critique work quality, rather than the person. 9. Set clear expectations and standards for work products and group meetings. |
| **Camaraderie**   1. (Circle one) M T W Th F SA S is snack day and group spirit day. Bring something to share. 2. Laughter and joking on a daily basis are required. 3. If one member falls behind, all other members help to catch that person up. 4. Whoever excels on a project gets treated to celebratory outing by the rest of the group. 5. Don’t let personal relationships interfere with the group (e.g., dating, fraternity, past problems). 6. Be united and supportive (in and out of class). 7. Be positive when solving problems. 8. Thank others for help and good work. | **Engagement**   1. Be punctual: arrive on time. 2. Be attentive and contribute to group discussions. 3. Dress and act in a professional manner. 4. Hold each other accountable for work products, participation, group norms, etc. 5. Set deadlines and sub-deadlines. 6. Set goals and sub-goals. 7. Focus on learning and improving groupwork. 8. (Circle one) M T W Th F SA S   at (fill in time) **13: 00** is reserved for group meetings outside of class. |

## Team Project Charter

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| Team Goals (project assignment goals, quality goals e.g., grade expectations, no. of drafts) |
| Ensure steady progression of the assignment on a weekly basis. |
| To undergo 5 quality draft checks before submission. |
| Having a target of achieving a High Distinction grade. |
| Ensuring we as a group, not only satisfy the minimum requirements of the project but also making sure we stretch beyond expectations. |
| To ensure all members demonstrate equal contribution. |
| To encourage a free-flowing exchange of ideas during group discussions. |
| Use prescribed project management tools like Trello to ensure effective collaboration |
| Being open and helpful to any challenges, major or minor, faced by any of our team members. |
| Addressing any general questions/enquires we encounter during the course of the project with the LiC. |
| To aim for a high-quality report communicating critical business insights with thorough data validation checks in place. |

## Team Expectations

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| Team norms / standards (expectations re meetings, communication, preparation for meetings) |
| Punctuality in all team meeting conducted |
| Clear communication via all prescribed communication challenges, in case of any personal/project related issues |
| Maintaining academic integrity at every step of report making. |
| All team members must support and collaborate to overcome any challenges. |
| Wherever possible, the team must adopt a consensus driven approach in taking decisions. |
| Before commencement of any meetings, all members are expected to come prepared with any findings, questions, or enquiries. |
| All communications must be done in a respectful manner, to promote a positive learning environment for all. |

## Tasks to be completed and allocated responsibilities:

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| Milestone | Task | Responsibility | Due date |
| Planning | Defining Project scope and objectives | Manav  Qingyang   Vaishnav | 10 July 2023 |
| Data cleaning | Data validation checks and ensuring data integrity | Vaishnav  Qingyang | 18 July 2023 |
| Data Analysis | Writing queries and conducting exploratory data analysis | Vaishnav | 25 July 2023 |
| Identifying Business objectives | Documenting business goals, trends to achieve at the end of the project | Manav | 25 July 2023 |
| Presentation building | Report structure and content. Methodology followed and conclusions | Qingyang   Manav | 29 July 2023 |
| Final Review | Reviewing the report to ensure adherence to guidelines | Qingyang  Vaishnav  Manav | 30 July 2023 |
| Submission | Submission and delivery. | Manav | 31 July 2023 |