**Group Agreement and Plan**

**Group Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact information** | **Class Day & Time** |
| Wong Lin Yan | 105960329@student.swin.edu.au | Tuesday 4 pm and Wednesday 12 pm |
| Yati Moe | 105972489 @student.swin.edu.au | Tuesday 4 pm and Wednesday 12 pm |
| Lai Man Yee | 105996175@student.swin.edu.au | Tuesday 4 pm and Wednesday 12 pm |
| Lynn Myat Bhone Htut | 105973835 @student.swin.edu.au | Tuesday 4 pm and Wednesday 12 pm |

**Group name (optional)**

*What will you call yourselves?*

*Tech X*

**Group style and roles**

*Who does what and how will you work together? Who will be responsible for submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?*

*Wong Lin Yan → Responsible for about.html, Jira setup & management, and group agreement.*

*Lai Man Yee→ Responsible for index.html (homepage),jira setup&management.*

*Yati Moe→ Responsible for jobs.html (job listings) and finalizing all by performing thorough error checking prior to submission.*

Lynn Myat Bhone Htut *→ Responsible for apply.html (application form) and* ***all CSS styling****.*

* ** ***Submission*** *→ Yati Moe will handle the final submission, ensuring all files are complete on GitHub and Canvas.*
* ** ***Questions to tutor (Canvas/Discussion board)*** *→ All of our members are the spokesperson.*

**Timeline**

*When do you need to make decisions by? When do tasks need to be done by to make sure you submit on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances).*

* ***Week 5 (Sprint 1)*** *→ Complete the basic structure and content of all four HTML pages.*
* ***Week 6 (Sprint 2)*** *→ Complete CSS styling, Accessibility fixes (WAVE test), and final review.*
* ***2 days before the deadline*** *→ All tasks must be finished, A will consolidate and submit.*

**Communication Plan**

*Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents etc. How often and how will you communicate? What are your expectations on others responding to your communications?*

* *Use* ***WhatsApp group*** *as the primary communication channel.*
* *Hold at least one short meeting per week to review progress.*
* *Every member must reply to group messages within 24 hours.*
* *Use* ***GitHub*** *for code submissions; every commit must include a clear message.*

**On-track behaviours**

*What behaviours will result in great group outcomes?*

* *Submit tasks on time.*
* *Respond promptly to communications.*
* *Offer help when team members encounter difficulties.*
* *Ensure all code is uploaded to GitHub properly.*

**Off-track behaviours**

*What behaviours would result in group outcomes that aren’t great?*

* **Late or missing submissions.**
* **No response to group communication.**
* **Overwriting others’ work without coordination.**
* **Missing meetings without prior notice.**

**Resolving tensions**

*How will we resolve tensions/off track behaviour as a group?*

* *First, discuss issues openly in the group chat.*
* *If unresolved, the issue will be reported to the tutor.*

**Team Expectations:**

|  |  |
| --- | --- |
| **1.** | **Each member must complete their assigned tasks/pages.** |
| **2.** | **All work must be submitted via GitHub to avoid version loss.** |
| **3.** | **Support and respect one another; focus on solutions, not blame.** |
| **4.** | **All tasks must be completed at least 24 hours before the deadline.** |
| **5.** | **Maintain transparent communication and address issues promptly.** |

**Member 1 Initial: W.L.Y**

**Member 2 Initial: L.M.Y.**

**Member 3 Initial: Y.M**

**Member 4 Initial: L.M.B.H**