Team Charter

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| **1. Team Details** |
| Lost&Found  Project Title: Travel Decision Components  Github URL: https://github.com/YuanZ331/DECO3500  Yaxin Liu Master of IT yaxin.liu3@student.uq.edu.au  Yuan Zhao Master of IT yuan.zhao5@student.uq.edu.au  Liyu Chen Master of IT [s4816463@uq.edu.au](mailto:s4816463@uq.edu.au)  Sihui Li Bachelor of computer science [sihui.li1@student.uq.edu.au](mailto:sihui.li1@student.uq.edu.au)  Minxuan Zheng Bachelor of computer science minxuan.zheng@student.uq.edu.au |

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| 1. **Statement of aims** |
| Yuan Zhao: Although I already have a lot of relevant coursework and project experience, I wanted to try incorporating more of the coursework principles into my project. This project also allowed me to further enhance my skills in programming and web development. I also wanted to actively participate in design and coding while also improving my teamwork and coordination skills.  Yaxin Liu: My primary goal is to improve my programming and UI/UX design skills. Although I already have a basic understanding of IT, I hope to more confidently participate in full-scale web application development. I also hope to hone my leadership and coordination skills by facilitating team discussions and strengthening communication and collaboration.  Liyu Chen: I hope to deepen my understanding of Human–Computer Interaction (HCI) and learn how to integrate the theories and methods of HCI with my previous experience in UI design. My goal is to develop the ability to create designs that better align with users’ real needs, combining usability with user satisfaction.  Sihui Li: I hope to gain more practical experience in this project and apply my knowledge of web development and design research to real problems. I hope to collect user needs and implement them through interviews, usability testing, etc., while also participating in web development and improving my technical skills.  Minxuan Zheng: My goal in this project is to further improve my front-end development and prototyping skills, especially proficiency in collaborative tools such as Figma, Miro, and GitHub. Although I am already familiar with web design, I hope to better integrate technical solutions with user needs and contribute to documentation and project progress. |

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| **3. Duties** |
| Yuan Zhao is primarily responsible for ensuring consistency and interaction within the team's technical processes and participates in front-end development. He also coordinates work and implementation details within the team, helping to maintain consistent coding style and practices.  Yaxin Liu is primarily responsible for user interface design, ensuring user needs are reflected in the website's structure and usability. She participates in front-end development and assists with work coordination and project documentation during group discussions.  Liyu Chen’s responsibilities in the team will include conducting user research and interviews to gather insights, contributing to the design of simulation models, and supporting coding tasks for prototype development.By taking on these roles, she aims to contribute to the technical and research aspects of the project, also strengthen her skills in connecting user research with practical design outcomes.  Sihui Li is primarily responsible for applying user research methods (such as interviews and usability testing) and translating the results into design improvements. She also participates in front-end development, particularly focusing on functional testing and optimization.  MinXuan Zheng is primarily responsible for prototyping and visual design, using tools such as Figma and Miro for collaboration and design documentation. She also participates in front-end development and assists with project execution.  Team-Wide Responsibilities  All members will rotate supporting roles (facilitator, note-taker, MS Teams/Wechat communication manager) on a weekly or milestone basis.  Everyone is expected to participate in front-end implementation and development, regardless of their main responsibility. Roles are designed to align with the project’s needs and the learning objectives of the members, rather than being restricted to their existing strengths. This ensures that all members have the opportunity to broaden their skills and contribute meaningfully to different aspects of the project.  Collaboration will be maintained through weekly meetings, shared documentation, and transparent communication. Yaxin Liu will serve as the team leader, responsible for guiding the group’s progress and representing the team in external communication. |

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| **4. Communication Agreement** |
| The team will primarily use WeChat for daily communication, formal meetings, file sharing, and quick updates. MS Teams may be used as a secondary channel if needed. GitHub will serve as the platform for project management and version control, ensuring transparency throughout the project process.  Members are expected to respond to team messages within 12 business hours on weekdays. Urgent matters should be responded to within 3-6 hours whenever possible.  The team will hold regular online meetings every weekend, with adjustments possible. Ad hoc meetings may be added before milestones or deadlines. Yaxin Liu will be responsible for meeting coordination and ensure that meeting minutes and decisions are recorded by a note-taker.  Task allocation will be based on project needs, learning objectives, and specific circumstances. Team members will rotate daily responsibilities (e.g., moderator, note-taker, designer, researcher) at different stages. If workload imbalances occur, reallocation can be achieved through group discussion to ensure fairness. |

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| **5. Conflict Resolution Agreement** |
| For our team, decisions will be made through open discussion, aiming for consensus; if not possible, majority vote will be used.  We define conflict as repeated lack of communication, persistent delays in completing assigned tasks, or low-quality work that impacts team progress.  Issues will first be raised respectfully within the team, either during meetings or via our communication channels.  Disagreements will be resolved through respectful discussion. If disagreements persist, the matter will be addressed with mediation by the team leader, and only escalated to a tutor/supervisor if necessary. |

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| **6. Attendance & Contribution** |
| All members are expected to attend weekly scheduled meetings and contribute to discussions. Absence should be announced in advance and reasonable reasons should be given.  Every member is expected to contribute to both design and implementation tasks, regardless of their primary responsibility. Members should actively contribute to document their progress, ensuring accountability for both coding and non-coding tasks.  Contributions and task progress will be tracked using GitHub project boards and other shared tools (e.g., Wechat, MS Teams) to ensure transparency and accountability. |

**7. Sign-Off**