
Professional Practice 2

Responsible Innovation Project

Team Charter

Version 3.0

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Revision History

Date	Version	Description	Author
15 March 2021	1.0	First issue	Fei Wu, Xi Chen
24 March 2021	2.0	Second issue	Fei Wu, Xi Chen
1 April 2020	3.0	Third issue	Fei Wu, Xi Chen, Qixuan Ren

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Table of Contents

1. Team Chapter	4
1.1 Team Name	4
1.2 Team Mission and Objectives or Goals	4
1.3 Team Member Skill Inventory	4
1.4 Role Identification	5
1.5 Ground Rules	5
1.6 Preliminary Project Plan	8
2. Performance Criteria	8

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Team Charter

1. Team Chapter

1.1 Team Name

The team name is “COMP8260 Workshop4 Group3”

1.2 Team Mission and Objectives or Goals

The purpose of our team is to plan an accessible solution to mainly solve the South Africa food security and improve its agriculture development. Through a series of official data from Digital Africa, research and investigation, our team should analyze climate, soil environment, energy, agriculture resources, etc and some other influence factors to South Africa agriculture and food, then to find an effective and efficient approach to solve South Africa food security and promote its agriculture development. In addition, our team also provides dynamic data visualization of official data by dashboard for local government and investors to show the benefits of the government about ecological South Africa agriculture and food security.

In the process of doing this project, good team cooperation and relationships are important. Team members may meet some barriers to block them for achieving the goal, like discussion conflicts, miss the requirements of work, tired of someone talking, communication barriers, wrong understanding of work, etc. Team members should address these barriers in kind and manage the team to cooperate efficiently. At the end of the project, all team members should gain some precious experience and abilities to work with others as a team, and enhance their professional skills.

1.3 Team Member Skill Inventory

Fei Wu has the experience of using Tableau for data visualization and R or Matlab for data analysis, thus he can apply these skills to help his team for data mining and take some useful information from raw data.

Xi Chen has the experience of studying industrial design and working as a professional designer, thus she obtains the appreciation of human centred design and aesthetics, and can apply these skills to web development and content layout design.

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Qixuan Ren has some experience of writing project reports, thus she has skills such as drawing project flowcharts that can be applied to the team. And she is very careful in material collation, so she can help the team to do some meeting minutes.

Yifei Tao has the experience of project management with a PMP certificate, and also has the experience to use python for data visualization.

Yuexin Chen has some experience of professional engineering report, web design and project analysis, thus he can apply these skills to team collaboration and detailed analysis.

1.4 Role Identification

Leader and chairperson: Yuexin Chen

Facilitator: Xi Chen, Yifei Tao

Scribe: Qixuan Ren

Communication coordinator: Yuexin Chen

Resource person/Technical support: Fei Wu, Yifei Tao

Editor: Qixuan Ren, Xi Chen

Reviewer: All Team members

1.5 Ground Rules

1. Work tasks

(1) Assigning responsibilities:

Resolutely follow the basic rules of agile development and team charter;

Finish and continuously update team chart sharing with each member;

Hold effective meetings and keep records to track work processes;

Based on members' technique, interests to assign tasks or subtasks in meetings;

Actively communicate and share ideas with members or report any problems in time;

Preparatory works, suggestions or questions before meetings;

Changes about timetable and workflow in a timely and effective manner;

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Effectively finish assigned works in time;

Satisfaction of requirements of works and members

Reasonably and kindly cooperate with members

Setting deadlines

(2) Meeting deadlines:

Deadline before Saturday at 11:00PM (Canberra time)

(3) Quality of work:

Based on requirements of the project and discussions in meetings, to finish work with high quality.

2. Meetings

(1) Attendance Expectations:

Each member is expected to attend weekly meetings.

(2) Schedules/times:

Thursday 8:00 PM -10:00PM (Canberra time) every week

(3) Coming Prepared:

Each member is expected to express his or her ideas, suggestions, requirements and tasks processes to participate and discuss during meetings. Complete weekly tasks or assignments before weekly meetings.

(4) Protocol:

Each member shared the workload;

Focus on discussion points;

Showing basic mutual respect to members;

Comprehend, consult and exchange ideas or resources with members;

Avoid to rudely interrupt with other speaking or meeting process;

(5) Agendas:

Based on each member's schedule, and work process to decide extra meeting time and content of the meeting.

(6) Notifications:

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Meeting Messages about brief content and locations will be sent to members in 20 minutes before the weekly meeting.

(7) Record keeping:

Scribe records the meeting and organizes, keeps the records following digital information process criteria.

3. Attitude:

Each member should actively attend meeting in time;

If there is time conflict, member should tell scribe absence as soon as possible;

If there exists any conflict in a meeting, members should follow mutual understanding to solve conflict.

4. Contacting:

Method: Outlook, Wechat, Zoom

Limits: Lack of in person communication, tough management conditions, devices or technical issues

5. What will serve as acceptable excuses:

Members with illness can apply a rescheduled timetable or to decrease workload;

when device problems or technical issues occur, members can apply for work or tasks delay.

6. Penalties:

Penalty will be established to anyone who violates the team charter more than one time.

If any member missed a meeting or delayed the work affecting the teamwork process without reasons, the member will get more workload or reduce the percentage of contribution in teamwork. If any member didn't have good relationships within the team and seriously affected other members, the member will be removed from the team.

7. How will we maintain configuration control over our work:

Our team use Gitlab as configuration control tool over work;

Paperwork will be on online Google documents for collaboration purposes.

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

8. How will decisions be made within the group:

All the final decisions will be made in weekly meetings or workshops. We will choose the decision that most of the members approved. Otherwise, we will look into more research and reference related projects to address the hard issues.

9. Conflict Resolution Mechanisms:

When serious conflict occurs, other members should stop discussing and selecting sides, then joining to adjust conflicts. All team members should seek common ground while reserving difference. If conflict is hard to adjust, other members should find an approach to make them mutual concessions. Team members should actively try to release conflict by communication and understanding.

1.6 Preliminary Project Plan

identification of tasks or processes

member assignments

due dates

2. Performance criteria

Interpersonal relationship: Each member should support and help each other. Using some kind words to communicate with others.

Team regulation: Each team member should actively join the works and activities. Team members should avoid conflicts and try to make consideration to others. Team member must finish tasks in time, if there is no any special cases

Team efficiency: Team has effective communication and meetings. Each member issues good questions or suggestions and solves it in time.

Team creativity: Each member is encouraged to show their ideas for this project. Each member can show their opinions to disagree or agree with someone's suggestions, but no disrespect to others. Members should not give any pressure to others in meeting for discussing and thinking.

Team enthusiasm: Each team member needs to show how much they like this project and the reason why they would like to join this team and project. Members should provide enough enthusiasm and positive to do or join any team tasks and activity.

Responsible Innovation Project	Version: 3.0
Team Charter	Date: 01 April 2021
Workshop 04 - Group 03	

Team Member Sign Off:

I have participated in the development or review of this charter and agree to it.

Team Member: u7173507 Qixuan Ren

Team Member: u7213046 Fei wu

Team Member: u7172190 Xi Chen

Team Member: u7078518 Yifei Tao

Team Member: u7194943 Yuexin Chen

Industry party: _____

Seminar tutor: _____

Date: 2021.05.14