

1. Group Name: COMP3888_T17_07_Group1**2. Team Members**

	Full Name	Preferred Name	SID
A	Chengwei Peng	Alvin	480188609
B	ZHIXIN GAO	Zinc	480519320
C	Hanzhi Guo	Gary	490203943
D	Shuai Sun	Shuai	480025728
E	Shyam Raj	Ben	480564951
F	Alexander Del Favero	Alex	480423887

3. Communication

	Name	Email	Phone
A	Chengwei Peng	cpen2847@uni.sydney.edu.au	0451916905
B	ZHIXIN GAO	zgao9758@uni.sydney.edu.au	0406688005
C	Hanzhi Guo	hguo7508@uni.sydney.edu.au	0477287445
D	Shuai Sun	ssun5590@uni.sydney.edu.au	0450456518
E	Shyam Raj	sraj2279@uni.sydney.edu.au	0449010599
F	Alexander Del Favero	adel8312@uni.sydney.edu.au	0403894090

4. Role Rotation

Week	<u>Tracker</u>	<u>Manager</u>	Customer*	Programmer	Tester	Doomsayer
2	Alex	Shyam	Alvin	Gary	Shuai	Zinc

3	Zinc	Alex	Shuai	Alvin	Gary	Shyam
4	Shuai	Zinc	Alex	Shyam	Gary	Alvin

*Customer is responsible for liaising with the client, keeping minutes and summarising meetings with the client and circulating the information to the team (may include client).

Note: Depending on the number of people in a team some members may have more than one role each week.

5. Group Goals and Objectives

[Teams collective goal(s) and objectives for the unit e.g. obtain a HD, improve communication skills, apply programming skills...etc.]

1. Obtain a HD
2. Improve communication skills
3. Learning the latest frameworks used in industry
4. Practice different required skills for web development, eg. front-end and back-end
5. Improve knowledge of front-end libraries

In the following sections, all group members should agree on the undertakings and how exactly they are to be achieved, before the item is ticked. Undertakings can be reworded if desired.

6. Role Handovers

- ~~We agree to take adequate time to hand over our roles at the end of each week~~

How exactly will this be done?

This will be done by giving a short debrief of the work done and explaining how it can be continued the following week.

7. Attendance

- ~~We agree to attend all group (and client) meetings punctually and any extra scheduled meetings as necessary~~

Please indicate meeting times (2 per week, 1 in tutorial and 1 other. Also indicate a backup meeting time)

Name	Day & Time	Duration	Frequency	Mode
Tutorial	Tue 17:00 - 19:00	2 hours	Weekly	Online Meeting
Other (First Preference)	Friday	all day	Weekly	Online Meeting
Other (Back-up)	Sunday	all day	As needed	Online Meeting

8. Record Keeping

- ~~The acting Manager will post and maintain all information promptly on Wiki.~~

What sort of information will the Manager be responsible for exactly?

Scheduling meetings, makes sure the meeting process is followed, records results of meetings and passes on to the tracker.

9. Participation and Commitment

- ~~We undertake to participate fully and work as a team~~

What does this mean?

We need to make sufficient efforts on individual part and collaborate on the work using efficient tools, besides, everyone should follow the team rules to make the process better.

How will you demonstrate that this is taking place? E.g. meeting deadlines, completing your allocated tasks on time

Making time management plan, and also set up the milestone and deadline

10. Group Conflict

- ~~We will discuss any problems, listen carefully to all points of view and negotiate a solution.~~

Where will such decisions be recorded?

We will discuss the decisions on slack

How will you demonstrate agreement?

We will make a record of the conflict point and write down the reason for agreement, also the advantages and disadvantages of the change.

When will you escalate conflict to your tutor?

If we fail to have an agreement or we cannot contact group members.

11. Presentation Rehearsal

- ~~We will ensure that each group member is ready for the Group Demo Rehearsal~~

How?

We will peer review each other's work and practice our speech/presentation together to make sure everyone is ready.

Provide details of when and where this rehearsal might take place. (Date and Location)

It will be one week before the presentation during one of the tutorial or team meeting sessions.

12. Task Allocation

- ~~We will distribute the work fairly and equitably~~

How will you do this?

On the meeting of each week. We would distribute the task and work fairly with the consent of all the team members.

Specifically, who will do what aspects of the task? E.g. draft, proof...etc.

We will decide in the meeting what each member will do.

13. Deliverables

Project or UOS deliverables you will deliver as a team throughout the semester

Deliverable	Due Date
Report and presentation	week6
First client deployment	Week7
Final product delivery to client	week12

14. Specific Team Rules

The following two are compulsory

- Each team member must enter 2 tickets per week from week 2

- Each team member must inform other members immediately if s/he has to withdraw from the group

From the following list as a team identify which rules are useful and remove those that are not. Other than the mentioned your team should formulate **3 or more rules** specific to your team and your teams' expectations.

- Each team member must read the wiki daily and post a response
- A team member must notify the rest of the team if dissatisfied with progress
- A team member must notify the rest of the team if a task they are working on will be late
- Each member must contribute to the resolution of issues affecting the team when raised on wiki

15. Tools and Resources

Tools and Resources and their use in the Teams project work

Tool/Resource	Use
BitBucket	Record the process of doing project
Zoom	Used for conducting meeting
Slack	Discuss, chat and prepare the meeting or project

16. Agreement

By signing the document, you agree to the above as identified by your team

Team Member 1's Name	Shuai Sun	Signature	Shuai Sun
Team Member 2's Name	Alex Del Favero	Signature	ADF
Team Member 3's Name	Shyam Raj	Signature	
Team Member 4's Name	Zhixin Gao	Signature	Zinc
Team Member 5's Name	Alvin Peng	Signature	Alvin
Team Member 6's Name	Hanzhi Guo	Signature	Hanzhi Guo

17. Roles and Strengths

Team Member	IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project	Roles and Areas of Activity in the project	Key Responsibilities of Role(s)
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Shyam Raj	<ul style="list-style-type: none"> Managing team members Competing in Programming Project management Communication skills Pointing out issues Database skills HTML, CSS, JavaScript Python, django, flask 	<ul style="list-style-type: none"> Team Leader/Manager Manager Stand-in Tracker Programmer Head programmer Customer Second point of contact with client Tester Doomsayer Document controller 	<p>Pointing out when the sky is falling.</p> <p>Scheduling meetings</p> <p>Records result of meeting for report.</p>
Alvin Peng	<ul style="list-style-type: none"> Database management and data manipulation Front-end implementation Project management usability testing and security testing for web development 	<ul style="list-style-type: none"> Team Leader/Manager Manager Stand-in Tracker Programmer Head programmer Customer Second point of contact with client Tester Doomsayer Document controller 	<p>Track the issues of each one works</p> <p>might do the testing for the web application.</p> <p>manage risks of the team progress</p> <p>contact to clients</p>
Shuai Sun	<ul style="list-style-type: none"> Graphic design Good at writing report and summarize progress of project Project management Communication Skills Can find the problems and deficiency quickly 	<ul style="list-style-type: none"> Team Leader/Manager Manager Stand-in Tracker Programmer Head programmer Customer Second point of contact with client Tester Doomsayer Document controller 	<p>Write user stories and decide the stories.</p> <p>Run the Function tests and make the people know the result.</p> <p>Point out the problems of the project and team.</p> <p>Setting up the meeting with customers and helping programmers to do the project.</p>
Zinc Gao	<ol style="list-style-type: none"> Test the code Can do the slides for Demonstration 	<ul style="list-style-type: none"> Team Leader/Manager Manager Stand-in Tracker Programmer 	<p>Might do the testing</p>

	3. Familiar with Python 4. Contact group members 5. Fulfill the code requirement. 6. Communication skills	<ul style="list-style-type: none"> • Head programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller 	Contact each group members Update the project progress
Alex	<ul style="list-style-type: none"> - Database management - Junit testing - Communication - Team leader - algorithm design - Virtual server deployment - 	<ul style="list-style-type: none"> • Team Leader/Manager • Manager Stand-in • Tracker • Programmer • Head programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller 	Communication with Customer Programmer
Hanzhi GUO	<ul style="list-style-type: none"> - Algorithm design - Junit testing - Python and java - Computer graphic - Communication skills - Database system 	<ul style="list-style-type: none"> • Team Leader/Manager • Manager Stand-in • Tracker • Programmer • Head programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller 	Do the programmer Some testing and debug

*Should add or remove roles as required for your team.