1. **Group Name:** COMP3888_T13A_Group3

2. **Team Members**

	Full Name	Preferred Name	SID
A	Alex Wong Wei Lun	Alex	470066919
B	Kunxi Sun	Quency	490375848
C	Rosalin Xie	Rosalin	470353819
D	Daihui Yu	Daihui	470086124
E	Victor Chu	Victor	480080303
F	Xi Chen	Nancy	440573106

3. **Communication**

	Name	Email	Phone
A	Alex Wong	awon6941@uni.sydney.edu.au	+65 9662 9875
B	Kunxi Sun	ksun3708@uni.sydney.edu.au	+61 451 925 998
C	Rosalin Xie	rxie4977@uni.sydney.edu.au	+61 424 205 899
D	Daihui Yu	dayu3519@uni.sydney.edu.au	+86 15161868041
E	Victor Chu	vchu3806@uni.sydney.edu.au	+61 415 496 072
F	Xi Chen	xche0934@uni.sydney.edu.au	+61 404 156 148

4. **Role Rotation**

Week	Tracker	Manager	Customer*	Programmer	Tester	Doomsayer
2	Rosalin	Daihui	Alex	Quency	Nancy	Victor
3	Alex	Victor	Quency	Nancy	Rosalin	Daihui
4	Victor	Quency	Nancy	Daihui	Nancy	Alex

*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. Achieve a grade of D and above
2. Apply technical knowledge and skills acquired at University
3. Practice XP to deliver customer satisfaction
4. Convert our product to a job opportunity
5. Build arena combat levels that interests and educates programmers of all levels
6. Practice teamwork in a simulated work environment

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?

  Monday night, 2359, after the tracker submits the weekly progress report at 1300.
  Before handing over our roles, we shall post the tasks we have completed and yet to be completed on the respective slack channels.

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	Tuesday, 1pm	2 hours	Weekly	Online, Zoom
Other (First Preference)	Friday, 12pm	1-2 hours	Weekly	Online, Zoom
Other (Back-up)	Saturday, 12pm	1 hours	As needed	Online, Zoom

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?
  1. Project Scope
  2. Project changes and updates
  3. Activities planned for next week
  4. Group Contract
  5. Client, Tutor and Team meeting minutes

9. Participation and Commitment
- We undertake to participate fully and work as a team

  What does this mean?
  The team member should:
  1. show genuine commitment to the assigned work
  2. speak up and engage with others
  3. be ready to help at any moment
  4. be up to date on the progress of the project

How will you demonstrate that this is taking place? E.g. meeting deadlines, completing your allocated tasks on time
The team member must:
1. attend and participate in group meetings
2. contribute to the group work
3. be responsive on Slack

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?
All of the decisions should be recorded in the group meeting minutes.

How will you demonstrate agreement?
The conflict should be resolved when all of the group members agree to the proposed solution.

When will you escalate conflict to your tutor?
When all of the group members don't agree with the proposed solution and the conflict takes too much time, the team should ask the tutor opinions and show him/her how the conflict happened and what we have done so far to deal with it.

11. Presentation Rehearsal
- We will ensure that each group member is ready for the Group Demo Rehearsal

How?
Each member will write the script and prepare slides (can be done by one person) before the presentation and present it in the group meeting. Others will listen to what each member says and give feedback to the presenter.

Provide details of when and where this rehearsal might take place. (Date and Location)
It will take place a night before week 13. We will use zoom to record the group demo rehearsal. We will also have a presentation rehearsal before the deadline of week 6 during the group meeting.

12. Task Allocation
- We will distribute the work fairly and equitably

How will you do this?
The entire team plans who will do which tasks and must agree through consensus about the task allocation. We will do this by looking at individual schedules, workload so far and organise accordingly so that no member has too few tasks and no member is overburdened with tasks.

Members who have finished their work or have too much to do in the project will notify the rest of the team and tasks will be reallocated/ changed.

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

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

Deliverable	Due Date
First demo & presentation; first report (group), first report(individual)	Week 6
First client deployment and demo	Week 7
Final delivery to client; final demo & presentation, final report(group), final report(individual)	Week 12

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.*

- Members must at all times be respectful to their teammates, the client and university staff.
- Members must attend all group meetings on time.
- Members who are unable to attend the meeting must have a valid reason and must inform the team on Slack at least a day before.
- Members must be active and responsive on Slack, Bitbucket, Wiki and Trello to keep updated on the project.
- Members must notify the rest of the team if they are unable to meet their task deadline
- Each member must contribute to the resolution of issues affecting the team when raised on wiki
- Members must notify the rest of the team of a mistake or issue with a task, regardless of who was responsible.

15. Tools and Resources
Tools and Resources and their use in the Teams project work

Tool/Resource	Use
BitBucket	Version control, issue tracking, Wiki
Google Drive	Share and edit documents
Slack	Group communication
Zoom	Group meeting platform, communicate with client and tutor
Trello	List Engineering Tasks to complete for every week/iteration

USYD Email	Communicate with client
Messenger	Backup for Slack

16. Agreement

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

Alex Wong Wei Lun   *Alex Wong Wei Lun*
Kunxi Sun   *Kunxi Sun*
Rosalin Xie   *Rosalin Xie*
Daihui Yu   *Daihui Yu*
Victor Chu   *Victor Chu*
Xi Chen   *Xi Chen*

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)
Alex Wong	● Programming languages such as Java, Python, C, R ● Web development experience ● Interest in IT innovation	● Team Leader/Manager ● Tracker ● Programmer ● Customer ● Tester ● Doomsayer	● Manage the project and group members ● Track project progress and check in on members ● Build the application ● Communicate with client ● Ensure project fulfills the desired outcome ● Highlight potential issues
Kunxi Sun	● Experience with Image and video processing; ● Simple server experience and compression skills using C; ● Concurrency programming skills in C and Java;	● Team Leader/Manager ● Tracker ● Programmer ● Customer ● Tester ● Doomsayer	● Manage the project and group member ● Track the project and the task progress of each member ● Make features come true ● Communicate with customer

	• Front-end design and development skills; • Self-taught experience on developing iOS apps and Wechat mini-programs; • Experience with usage of tool including: Git, Bitbucket, Processing, QT, RStudio, Adobe XD; • Have confidence and passion to learn other languages and knowledge. • Major in Computer Science & Software Engineering		• Test the project • Predict the problem could happen
Rosalin Xie	• Knowledge of and interest in AI algorithms and methods • Coding experience with Python, Java, C and HTML	• Team Leader/Manager • Tracker • Programmer • Customer • Tester • Doomsayer	• Ensure team members are on track and raise concerns if there are problems • Programming and creating thorough tests for the software • Maintaining and updating the wiki
Daihui Yu	• Software development experience in Java with application of design patterns	• Team Leader/Manager • Manager Stand-in • Tracker • Programmer • Head programmer • Customer	• Manage project and group members

	• Algorithms and AI methods practices in Python • Self-taught web programming with Javascript, CSS and HTML • Experience of developing animation using Unity3D	• Second point of contact with client • Tester • Doomsayer • Document controller	• Track project progress and issues • Manage project wiki • Ensure that the project requirements are met
Victor Chu	• Competing in Programming • web programming, general programming.	• Team Leader/Manager • Manager Stand-in • Tracker • Programmer • Head programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller	• building the application that fit the client's requirements • test the usability and functionality of the application
Xi Chen	• coding experience with python, Java, C • experience in image processing • experience in web design, HTML5 CSS • experience of data processing and visualization, have knowledge on databases processing , know sql.	• Tracker • Programmer • Customer • Second point of contact with client • Tester • Doomsayer • Document controller	• Communicate with clients, teammate • Act as executor • testing data creation

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