Team Charter

V1.1 Date: 28th August 2021

1. Mission Statement

The group aims to continue to improve the solutions that were provided to the client from the last semester. Our goal is to deliver a system that can categorise and extract demographic, psychographic as well as behavioural information from any given unprocessed videos. In addition, we aim to maintain effective communication with the project client to ensure the project deliverables are closely aligned with the requirement of the client.

2. Members

Name	UID	Email	Role	Areas of Expertise
Jiaye Li	u7052525	u7052525@anu.edu.au	Software Programmer	Data Science, NLP, Writing Skills
Jiawei Fan	u5922620	u5922620@anu.edu.au	Software Developer, Project Manager	Machine Learning, CV, NLP
Yuliang Ma	u6462980	u6462980@anu.edu.au	Software Programmer, Spokesperson	Programming, Writing Skills, Machine Learning
Yuchen Wang	u6928271	u6928271@anu.edu.au	Software Developer, Software Tester	Machine Learning, CV, Debugging
Tao Qu	u6965457	u6965457@anu.edu.au	Software Developer, Project Manager	Machine Learning, NLP, Programming
Yixian Qiu	u6935151	u6935151@anu.edu.au	Software Programmer, Spokesperson	Machine Learning, Data Science, NLP
XiaoXiang Kong	u6828507	u6828507@anu.edu.au	Software Tester, Database Administrator	Machine Learning, Programming, Debugging

3. Communications

3.1 Meetings

3.1.1 Weekly scheduled team meetings

1. Weekly scheduled team meetings are meetings where only team members participate.

2. This meeting is scheduled to be held every Tuesday from 2 pm to 4 pm through the Zoom online meeting. And every team member is required to participate.
3. The time and frequency of the meeting is two or three times per week.
4. Meetings include task progress synchronization and planning for future work and reflection meetings.
5. All members are expected to attend the meeting.

3.1.2 Client meetings

1. The client meetings are meetings between the team members and the client to communicate on project issues.
2. This meeting is scheduled to be held every Wednesday from 3:45 pm to 4:30 pm through the Zoom online meeting. And every team member is required to participate.
3. It is scheduled to be held once a week.
4. Topics discussed at client meets include reporting the latest project progress to the client, listening to the client's latest opinions on project development, and reaching consensus with the client on key issues such as development resources and schedules.
5. All spokespersons are expected to attend the meeting.

3.1.3 Weekly tutorials

1. Tutorial consultation meetings are regular meetings called by the organizers of the COMP8715 course to monitor the progress and quality of the project.
2. This meeting is scheduled to be held every Tuesday from 4 pm to 6 pm through the Zoom online meeting. And every team member is required to participate.
3. At the meeting, the team reported the progress of the project to the tutors, put forward some difficulties and challenges related to the project, and obtained tutors' suggestions and help.

3.2 Reporting Plan

Our git repository is accessible to our tutors, the client, and our shadow teams. They can know our process by looking at the contribution to the repo. In our weekly client meeting, we will report our process to our clients. In our audits, we will summarise all the key points and present our process to our clients, tutors, and shadow teams.

3.3 Communication methods

Internal communication

1. The internal communication adopts a mixture of multiple communication methods.
2. The main daily communication method within the team is WeChat text messages and Zoom online meetings.

3. For the communication of urgent matters, our team uses WeChat online calls.

Client Communication

1. Face to face: If the client stays in Canberra and he is able to meet us face to face, then we can hold a face-to-face meeting with him which may be more efficient than online meeting.
2. Zoom: If the client is too busy to meet us in person or he is not in Canberra, then we can hold a online meeting via zoom.
3. Telephone: If we are not able to get in touch with the client, we may need to dial his phone number.

4. Decision Making
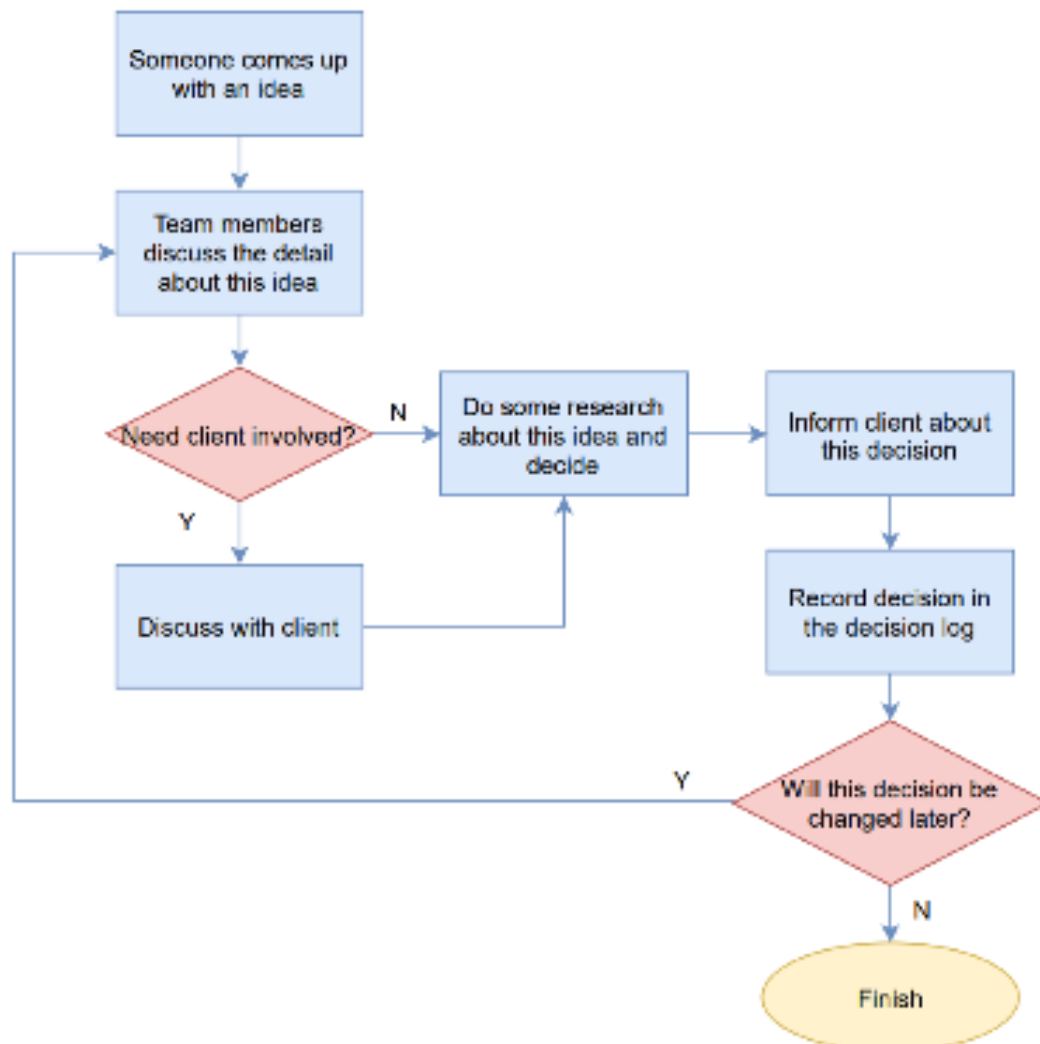
5. Ground Rules

1. Team members are to treat each other with respect. Conflicts are to be resolved through discussions and meetings.

2. Decisions are made on a unanimous basis.
3. Team members are expected to attend all scheduled meetings on time.
4. Team members will receive a warning if they missed a deliverable for the first time, and the second time the team will report to the tutor.
5. Team members are required to keep up to date with the project.
6. Team members need to report to the team if they are unable to attend meetings and tutorials.
7. Team members needs to communicate with each other about the project and new ideas.
8. Team members are expected to collaborate with each other to carry out deliverables.
9. Team members are expected to complete the tasks assigned to them.
10. Team members need to report if they are unable to complete tasks assigned on time.