

# Team Charter

Date: 5th 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	Role	UID	Email	Background
Jiaye Li	Software technician	U7052525	u7052525@anu.edu.au	Data Science
Jiawei Fan	Project manager	U5922620	U5922620@anu.edu.au	Machine Learning
Yuliang Ma	Spokesman	U6462980	U6462980@anu.edu.au	Machine Learning
Yuchen Wang	Software technician	U6928271	U6928271@anu.edu.au	Machine Learning
Tao Qu	Software technician	U6965457	U6965457@anu.edu.au	Machine Learning
Yixian Qiu	Spokesman	U6935151	U6935151@anu.edu.au	Professional Computing
Xiaoxiang Kong	Software technician	U6828507	U6828507@anu.edu.au	Machine Learning

## 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

