

### The Assignment 3 Team Membership Agreement

By default, a team should work collaboratively; with all members performing their duties timely. The team leader submits the project and each member must submit his/her own teamwork report of **Template A** (read the Section 4 of Assignment 3 specification) by the assignment due time.

A large emphasis of this group project is solving collaborative problems as a part of teamwork and this should be reflected upon in the teamwork report. Each team should minimise contacts with lecturer/tutor/coordinator for minor collaborative problems, as too many contacts show the ineffectiveness or inefficiency of the team for solving minor problems.

Each team member should use the following agreement if a major problem arose. The unit coordinator should be contacted as a last resort, only when the dispute cannot be solved by the following agreement.

When forming a team, each team member must agree that the whole team is to take its own risk when including an individual member and that the project progress can be delayed by that individual member. Some circumstances are:

1. A team member cannot take his/her allocated duty normally for a particular reason, e.g. health condition.  
  
If an extension is given to that particular member, the extension is applied to the whole team. If there is no extension granted for that particular member, the whole team is to take the risk of a late penalty. In addition, the whole team is to take its own risk of any other impact, e.g. influence on schedule of other units of study, which may be caused by the improper delivery of duty of that team member.
2. The other members of a team are to complete the whole project if a team member leaves in the middle of project for any sound reasons or no reasons.
3. If a team splits into individuals in the middle of the project, each individual needs to complete **the whole project separately**.
4. If a team member does not take his/her allocated duty and cannot be contacted, the team can provide evidence of 3 contacts without responses or other relevant evidence to the unit coordinator. The unit coordinator reserves the final right to decide whether the member should be excluded from the team. However, as mentioned in point 2 previously, the rest of the team needs to complete the whole project if a team member is excluded from the team.
5. Any individual, who separates/quits from a team for any reasons in the middle of the project, needs to complete the whole project and the teamwork report of **Template B** (read Part 2 of Assignment 3 specification).

The whole team will need to negotiate and divide the whole project into multiple tasks, which are allocated to the team members. The team members need to communicate frequently so that each member's software modules can be integrated into a complete system to fulfil the project specification.