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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Preferred Name | SID |
| A | Charles Dunstan | Charlie | 450137123 |
| B | Connor Orr | Connor | 450224087 |
| C | Mir Mahbub | Mir | 460440695 |
| D | Benjamin Jelavic | Ben | 460368137 |
| E |  |  |  |

1. **Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Email** | **Phone** |
| **A** | Charlie | cdun4036@uni.sydney.edu.au | 0499921114 |
| **B** | Connor | [Corr6309@uni.sydney.edu.au](mailto:Corr6309@uni.sydney.edu.au) | 0409184842 |
| **C** | Mir | [Mmah4946@uni.sydney.edu.au](mailto:Mmah4946@uni.sydney.edu.au) | 0481208850 |
| **D** | Ben | bjel7724@uni.sydney.edu.au | 0490144910 |
| **E** |  |  |  |

1. **Role Rotation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Tracker | Manager | Customer\* | Programmer | Tester | Doomsayer |
| 6 | Charlie | Ben | Mir | Connor | Charlie | Ben |
| 7 | Connor | Charlie | Ben | Mir | Connor | Charlie |
| 8 | Mir | Connor | Charlie | Ben | Mir | Connor |
| 9 | Ben | Mir | Connor | Charlie | Ben | Mir |
| 10 | Charlie | Ben | Mir | Connor | Charlie | Ben |
| 11 | Connor | Charlie | Ben | Mir | Connor | Charlie |
| 12 | Mir | Connor | Charlie | Ben | Mir | Connor |
| 13 | Ben | Mir | Connor | Charlie | Ben | Mir |

\*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).

1. **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.]*

* Complete and deploy a fully functional web-app.
* Improve programming skills.
* Have a public project to put in a portfolio of work.

**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.**

1. **Role Handovers**

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

Slack communication and outline of previous work.

1. **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** | Monday 6pm | 2 hours | Weekly | Face to Face |
| **Other (First Preference)** | Thursday 1pm | 2 hours | Weekly | Face to Face |
| **Other (Back-up)** | Wednesday | 1 | As needed | Face to Face |

1. **Record Keeping**

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

Manager will upload information to Git

1. **Participation and Commitment**

* We undertake to participate fully and work as a team

Each member will meet deadlines and be responsible for agreed upon tasks.

1. **Group Conflict**

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

We will discuss any issues in Slack, and consult each other before contacting our Tutor.

1. **Presentation Rehearsal**

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

We will ensure that each group member is ready for our demos, meeting prior to tutorial in ABS to rehearse.

1. **Task Allocation**

* We will distribute the work fairly and equitably

How will you do this?

Communication via Slack, submission of drafts for team review, comparison of schedules.

1. **Deliverables**

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

|  |  |
| --- | --- |
| Deliverable | Due Date |
| First report | 20.09.2019 |
| Final Demo | Week 14 |
| Final Presentation | Week 14 |

1. **Specific Team Rules**

*The following two are compulsory*

* Each team member must enter 1 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
* Each member must notify the rest of the team if they cannot attend a meeting or session
* Each member must attempt to contribute

1. **Tools and Resources**

*Tools and Resources and their use in the Teams project work*

|  |  |
| --- | --- |
| **Tool/Resource** | **Use** |
| **Bitbucket** | version control |
| **Bitbucket** | project management |
| **Slack** | communication |

1. **Agreement**

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

*Charlie*



*Connor *

*Mir*



*Ben*



1. **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) |
| Charlie | * Programming * Project management * Communication skills | * Team Leader/Manager * Tracker * Programmer * point of contact with client * Document controller | *Point of contact for client*  *Tracker*  *Team management* |
| Connor | * programming * communication skills | * Manager Stand-in * Tracker * Programmer * Second point of contact with client * Doomsayer * Document controller |  |
| Mir |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
| Ben |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |
|  |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller |  |

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