**Group Agreement and Plan**

**Group Members**

| **Name** | **Contact information** | **Scheduling Information** |
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| Nguyen Tran Yen Binh | 104354303@student.swin.edu.au |  |
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**Group name (optional)**

*What will you call yourselves?*

The ShoesRoom

**Group style and roles**

*Who does what and how will you work together? Who will be responsible for submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?*

Our team works greatly by dividing tasks equally as well as carefully making plans to finish this assignment correctly and on time.

**Timeline**

*When do you need to make decisions? When do tasks need to be done to make sure you submit on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances).*

We finished our plan 8 days before the deadline. Then we assigned each person to do a part of the assigned task. We finished this 6 days ahead of time. The rest of the time is writing personal reports, making team videos, and correcting and assembling code.

**Communication Plan**

*Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents etc. How often and how will you communicate? What are your expectations on others responding to your communications?*

Our plans are discussed through our group chat on Facebook. We spent the first day brainstorming ideas for our theme. The preparation of the source code, product images, product information and other parts are carefully prepared in the following 3 days. Then we have an online meeting to check the progress of each member. We also spend class time revising our website. We expect members to fully participate in meetings so that the communication process goes smoothly and there will be no conflicts between team members.

**On-track behaviours**

*What behaviours will result in great group outcomes?*

Punctual, absorbing ideas, completing tasks on time and coordinating with teams.

**Off-track behaviours**

*What behaviours would result in group outcomes that aren’t great?*

Superficiality, lack of cooperation and always asking for too many benefits without doing well.

**Resolving tensions**

*How will we resolve tensions/off track behaviour as a group?*

Validate the participant's understanding of the issue, and urge them to speak out if they encounter any confusion.

**Team Expectations:**

| **1.** | **Finish the task on time or earlier.** |
| --- | --- |
| **2.** | **Satisfied result as members want.** |
| **3.** | **Become better in handling circumstances while dealing with issues related to group activities.** |
| **4.** | **Increase capacity for collaboration.** |
| **5.** | **Have deeper knowledge about using PHP and developing websites.** |
| **6.** | **Increase communication skills, critical thinking and problem-solving.** |
| **7.** | **Discipline for completing assigned work on time.** |
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