**Contract:**

Members:

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| Name | Lee Chee Hao |
| Program of study | Bachelor of IT |
| Email | [cheehao.lee@uqconnet.edu.au](mailto:cheehao.lee@uqconnet.edu.au) |
| Duties | Documentation, wireframe, research, High and low fidelity prototypes, work delegation |
| Signature | https://lh5.googleusercontent.com/9kub2ykWiR-USsnfjJE-7yhL8PkvwrXiLDeCweB6_9sDa2nrrsLbwcmjObpbz9APLtb1EgaaTC9KeRxoRie8hMoBSuaLuT_F-iftm0Wl6TCsFAFeeKg71OL_xoVclzlRETKxN2HF |

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| --- | --- |
| Name | Mark Bayley |
| Program of study | Master of Interaction Design |
| Email | [m.bayley@uqconnect.edu.au](mailto:m.bayley@uqconect.edu.au) |
| Duties | Research, Unity3D & Vuforia |
| Signature | https://lh3.googleusercontent.com/1gZbQWaWElIDPFkPSpcjBvFRYeqOx0uCd-4NVFxAxhCcj_4b7wkNI-72RSZheqolT-a9QGTEcIUg0wk8bcLW90XBs6O92MRoFxTzWoy8qnOgEhc98DG4m9k41tAl5xa_GqjM3W-F |

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| --- | --- |
| Name | Binfeng Xu |
| Program of study | Bachelor of Multimedia design |
| Email | [Binfeng924@gmail.com](mailto:Binfeng924@gmail.com) |
| Duties | Research gathering, emotion/user experience design, prototype making, prototype testing |
| Signature | https://lh6.googleusercontent.com/YJO-oIGG3TaRoCPC1Zj3dTdb06EZ4F3OG-sCi6K2Dt7Zfx2UcOTv9IwqEnjUjX02eKKmnillUX4bqHwanLkfoXZKBe1WZFsxlcr42NCmKooJ6MpD-TBF5a5we0IT_-rauSUsRbLS |

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| --- | --- |
| Name | Yongrui Pan |
| Program of study | Bachelor of Multimedia Design |
| Email | yongrui.pan@uqconnect.edu.au |
| Duties | Documentation, UI design and implementation, prototype making |
| Signature | https://lh3.googleusercontent.com/c45ovReB8YOTWn3C54lxPhwCVUiiebP7XAa8Enh5YfonxjhbpdziftmeeuUbMK1jIBi_jWtmqvljRvHPObrmSO7ZA8mpx5l2jDQGtwWCpNZviXkpwjesbcyTuFMPAo6rd1pcNvwk |

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| --- | --- |
| Name | Murray Goebel |
| Program of study | Bachelor of Information Technology |
| Email | murray.goebel@gmail.com |
| Duties | Research, Assisting in making functional prototypes |
| Signature | https://lh4.googleusercontent.com/cVrzSY1gECRShViD3AaXhqbxOeKVrXwlo7QPDdd2TPSiYN1grdV8qgOLrWI1RUak4RW0CZnioWX_VWu_RefNqXYTQ5JiDcPO866ZapICE5Mt2BsE-te8ppcIJoqMwGxTeEHUaMba |

**Methods of Communication**

Social Media platforms,  such as Facebook messenger, will be used to communicate between team members. If a member is not reachable through Facebook messenger within 24 hours and an urgent reply is required, then, we will contact through text or a phone call. Therefore, every person on the team must and is expected to check their Facebook messenger channel on a regular basis i.e. preferably within 12 hours, max 24 hours.

In the case that a team member cuts communication (or is not replying to anything) with the whole team, assistance from the tutor will be required to discuss on the appropriate solution.

**Methods of Decision-Making**

In regards to decision-making a decision is better when unanimous. Therefore, the group will still try to compromise or discuss on the pros and cons of each opinions and compromise on what is more beneficial for this project.

In the situation where team members still do express a major disagreement with a decision, the team can reassess or decide to go through a voting process where the majority wins.

As the team is consist of 5 members, the votes will never result in a tie.

After each decision-making cycle, each team members accept and work and focus together on next tasks.

**Managing Work**

Required tasks will be assigned to all members evenly, all tasks are expected to be completed within the assigned time frame. Should any tasks that are unachievable be discussed when distributing the work.

Upon not finishing allocated tasks within the timeframe or not to the specified standard, discussion amongst team members on the cause of this will take place. Any problem relating to incompletion or fixing within this issue, other team members will contact that team member via social media or email regarding completion of work or to fix the issue.

If upon not completing within the given time frame, the team will advise the tutor concerning the arising problem and ensure screenshots of messages chat log.

**GENERAL DISPUTE RESOLUTION**

**Case 1: Conflict between team members**

Escalation procedure:

1. Team members experiencing a conflict talk to each other directly. If possible, work through conflict together.
2. If unsolved, additional team members not directly affected but aware of the conflict help come to a decision.
3. If the matter isn’t resolved, the issue is brought to the whole team’s attention. A decision is made by majority vote and implemented.
4. If the conflict is relationship related, instead of work related, each party involved should create several ideas for compromise and vote for the solution that fits both parties.

**Case 2: Underperforming team members**

Escalation procedure:

1. Make considerations for team member by asking if there’s any tasks they could use assistance with.  
   They could simply be overwhelmed with work.
2. Re-prioritise tasks for underperforming member and set due dates to complete the work. Tasks that the underperforming member can not do get delegated to other team members.
3. If the member is consistently underperforming, provide a warning.
4. If more than 3 warnings, alert tutors about situation and perhaps request a peer review.

**Github link:** <https://github.com/deco3500-2018/Preservation>