TMZ

Using Local Knowledge to Change the Immigrant Journey

Team TMZ members:

David Tran *s4356236*

Hamish Tran *s4427935*

Momoka Matsubara-Park *s4428425*

Rong Zhang *s4311418*

https://github.com/deco3500-2018/TMZ

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1.0 Introduction

Team TMZ have grown comfortable with each other, allowing for any idea to be shared with no fear of being denied the right to express opinions or ideas. While all members have varying levels of strength in the design process, the team are able to rely on other members to assist them to achieve efficient problem solving, all the while achieving the personal goals set by each individual. It is a strength in itself that our team are able to depend on each other, improving the overall quality of work.

1.1 Team Members

David Tran

Student Number: 43562363

Email: david.tran4@uq.net.au

Degree: BInfTech/BComm   **Major:** Software Design/Finance

Role: Leader | Software Developer

Duties:
As I am majoring in Software Design, my main job would be to work with user-experience developers and graphic designers of the group in developing and creating our final project. My duties for the project will be to ensure and complete core functionalities that are required to satisfy our task and also help group members develop their back-end programming skills. I will be utilising my knowledge with HTML/CSS/JavaScript/SQL throughout each prototype when creating features relevant to our problem space.

Hamish Tran

Student Number: 44279350

Email: hamish.tran@student.uq.edu.au

Degree: BMultimedia

Role: UX/UI Designer

Duties:
As my role of UX/UI designer, i'll be working on the front end of the project and contributing to user research. My duties as a designer is to contribute with the works that affects the front using HTML/CSS that contributes to the frontend and gathering data from local businesses and user research on what our audience values & beliefs are.

Momoka Matsubara-Park

Student Number: 44284251

Email: momokamp@gmail.com

Degree: BInfTech   **Major:** User Experience

Role: User Research Analyst

Duties:
As a user experience designer, I will work alongside the design process by contributing to the facets involving graphic design, documentation and assist in the development of the product. Certain duties that I will be involved in is the prototyping of design, use of HTML/CSS for the final outcome and working with target users in order to justify or change the design decisions made by the team.

Rong Zhang

Student Number: 4311418

Email: nemorongrong@gmail.com

Degree: Master of interaction design

Role: UX/UI Designer

Duties:
In this project, I consider myself good at building the prototype based on the analysis from the target user. To get closer to the user experience of the prototype, I had the previous experience with setting questions and test plan that could expand more details from the testing result. During the project development, I will cooperate with the team, and take over my tasks on high responsibility, and complete the work on time with a high level of quality.

2.0 Communication Agreement
2.1 Team Communication

Team TMZ aims to hold weekly meetings between the times of 10am to 12pm on Tuesday, 10am to 12pm and 2pm and 4pm on Thursday every week to discuss the general design process and upcoming deliverables. The frequency of meetings may change, especially in the case of issues that may have occurred during individual progress of the team's project that may be difficult to portray on other communication platforms.

All members will maintain constant communication with each other outside designated meeting times, predominantly using the group chat created on Facebook Messenger, where we can notify each other of any new developments. If any issues do appear while using Messenger, the weekly meetings will act an alternative, alongside the Google Drive documentation and Slack channel within the DECO3500 workspace. Acceptable response times will fall within to days of a prompt, and if no communication is found within members outside the two day timeframe, the absence must be justified as discussed in 3.0 Conflict Resolution Agreement. Other collaboration tools, such as Github, will act as useful mediums of sharing work, ideas, and thoughts that appear during conversation, whether it be regarding the project, general opinions of workload, and/or availability.

All documents and reports created during the semester will be hosted on Google Drive allowing all team members to fully access and edit whenever they please. Images and other documents may be added to the shared folder that has been made specifically for the team, so all documents are kept in one place rather than multiple appearing in a mix with other documents that members may personally have.

Delegation of workload will be determined through the strengths, weaknesses, and desires to learn or practice a skill of a student. As mentioned, all documentation and progress should be found in the team's Google Drive or Github repository; if it is not stored in the aforementioned sites with no reference made in the communication platforms, such as Messenger, then refer to the 3.0 Conflict Resolution Agreement to prevent conflict within the team in regards to member contribution and quality of work.

3.0 Conflict Resolution Agreement

Should any conflict rise within the group, certain produces will be undertaken to ensure that work ethic and the general completion of the project is not heavily affected. A democratic process will be put in place between members and underperforming members, which will generally include talking to the individual member, talking amongst the group, and reaching an appropriate solution, which if fails, will later be taken to course staff, all while referring to the team contract.

Due dates for deliverables will act as the main timeframe for task completion, and work will be allocated to each member according to the roles as discussed earlier. If a student is under considerable pressure and are unable to complete tasks to the desired standard of quality, they must notify all members so that tasks may be redistributed, allowing the student to work on areas that they are confident in completing. If a student feels that the work is, again, too difficult or overwhelming, and consistently present low quality or incomplete work, meetings will be organised to discuss alternatives or methods of ensuring the infrequency of such an event. Students should also communicate, especially when prompted, or participate in discussion and the workload in order to maintain an appropriate working environment. If any physical or verbal conflict is to occur, these will be immediately reported to the course staff as such behaviour will not be tolerated.

Underperforming members may provide reasoning for their absence, however, appropriate documentation must be provided as evidence within two days of the event. Valid excuses include:
- Medical appointment leave
- Sickness leave
- Sick or carer leave
- Going overseas leave (due to personal/family reasons)

During the organised meeting, issues will be discussed, and an anonymous voting system will enable agreements to be reached while appealing to as many members as possible. The anonymity will prevent any biased conclusions to be made by certain members.

The team contract will be referred to clarify all rules that have been predetermined by the group, and all members must adhere to what is written on the team charter to prevent any future conflict.

If the team agreement is not met, and team members consistently underperform and Section 3.0 is used and not achieved, depending on how many violations the team member has violated, this behaviour will be reflected in their final PAF score given by the other members of the team depending on the amount and quality of the work achieved.

4.0 Approval and Sign-off

This page is to indicate the participants of team contract and their approval of all that has been discussed in the document.

Student & Student Number	Signature	Date
Momoka Matsubara-Park 44284251		07/09/2018
Hamish Tran 44279350		07/09/2018
Rong Zhang 43114182		07/09/2018
David Tran 43562363		07/09/2018