**TEAM CONTRACT**

**Get To Know Me**

* **Wentai Ouyang**
* ● I work best when I study in the library or some quiet places.   
  ● My favourite time of day to work is at night, because I prefer to study in a quiet environment.   
  ● I get the best results when I have a clear plan and direction and know what I should do.   
  **Yuanyuan Wei**
* ● I work best when I am alone in the library, because it allows me to focus on my work.   
  ● My favourite time of day is during the early morning after I finished my first course about 10 am   
  ● I get the best results when I clearly know what I need to do.  
     
  **Runan Chen (Vayne)**
* ● I work best when I know the whole mission.  
     
  ● My favourite time of day is after 9 pm because I can concentrate on the tasks.   
  ● I get the best results when I have a clear structure.   
  **Yihe Chen (Luna)**   
  ● I work best when I have a clear idea or thought.  
     
  ● My favourite time of day is during the early morning and night  
     
  ● I get the best results when I have a clear idea of what I’m trying to achieve - not knowing what I’m supposed to do will kill my motivation super-fast.

**Contact Methods**

The primary contact method will be Facebook Messenger. If not responding to FB Messenger:   
● for incredibly urgent project threatening matters: 30 minutes after waiting on fb messenger  
   
● For less urgent matters that need faster response than waiting for messenger: 2 hours after waiting on fb

|  |  |
| --- | --- |
| Wentai Ouayang | **Phone number:** ​0415571018  **Preferred email:**​ wentai.ouyang@uqconnect.edu.au  **Earliest Time active on FB Messenger:** ​7am  **Latest time active on FB Messenger:** ​10pm-ish during the early semester, 2am during late semester  **I have work / class and can’t be contacted on:**  Mondays and Thursdays I will be at work between 9am - 5pm. Can be contacted but will reply slow. |
| Yuanyuan Wei | **Phone number:** ​0405038636  **Preferred email:**​[yuanyuan.wei@uqconnect.edu.au](mailto:yuanyuan.wei@uqconnect.edu.au)  **Earliest Time active on FB Messenger:** 9am  **Latest time active on FB Messenger:** ​11pm-ish during the early semester, 12am during late semester  **I have work / class and can’t be contacted on:**  Saturday and Sunday I will be at work between 1:00pm- 5pm. |
| Runan Chen  (Vayne) | **Phone number:** ​0415278816  **Preferred email:**​runan\_chen@163.com  **Earliest Time active on FB Messenger:** ​10am  **Latest time active on FB Messenger:** ​11pm-ish during the early semester, 2am during late semester  **I have work / class and can’t be contacted on:**  Anytime, I will reply late when I see the messages. |
| Yihe Chen  (Luna) | **Phone number:** ​0431088993  **Preferred email:**​ xiongxiaohua95@gmail.com  **Earliest Time active on FB Messenger:** ​8am  **Latest time active on FB Messenger:** ​10pm-ish during the early semester, 2am during late semester  **I have work / class and can’t be contacted on:**  Anytime, I will reply late when I see the messages. |

**Stand Ups**

Initially:

● During class contact and workshops on Monday / Thursday

Nearing Deadlines as agreed by team:

● 2 times a week

○ Mon, Wed at 2 pm

**Additional Team Meetings**

Thursday 3:50 - 4:50 pm after class

**Document Sharing / Tools**

Google Drive

Wechat

**Code of Conduct**

**General**

● Turn up on time

○ Let team know in Facebook messenger if you’re running late at least 1 hour or asap before time to be somewhere

● Maintain contact

○ Early-semester (before mid-sem)

■ During class

○ Late-semester (after mid-sem)

■ 3 stand ups as mentioned in contact methods

■ More by Facebook messenger if needed  
   
**Quality of Work**

The team members should report their progress in our weekly meeting to ensure the quality of our work. What we have done since last week should be shared in the next week's meeting. All of our team members can critique others work with each other, to improve our work. If our team members have any problem, we will discuss the problem together with all group members. If a team member is behind a lot, we have to re-assigned the work or other member will stop to help that member to make sure the teamwork run successfully. Team members will be expected to be honest in order for this process to be successful and for the workflow to be uninterrupted. Members may swap tasks so that there is still even distribution of work.

**Task Division**

The team will discuss the assignment of tasks in the weekly studio. At the same time, we will keep in touch through online chat. Our team will determine what tasks each member will complete at the beginning of the mission and set the completion time. Upon completion, the team will also organize additional meetings to discuss the results of the tasks that will require final changes and finalization, which will be an iterative process. Teamwork and criticism are essential in this process.

The team will work together through the google drive software. Every team member can use this software to understand the progress of other members of the group. This is also conducive to the continuity of the project, and team members can continue to improve their work according to the work of other members based on viewing google drive.

The team will set a strict time plan, and each task will have a deadline if the Tasks submitted after the period has been considered unqualified.This will help to supervise the work process of the team members. We will work in strict accordance with the timeline.

**Dispute Resolution**

All the problems are solved and discussed through groupmates communication. If there is a conflict within the group that we cannot deal with, we may try to ask tutors for help. We will hold the group meeting regularly to track our process in order to avoid possible problems and concerns.

**Finances**

Each member will have a budget to spend up to $50 for the course. A team meeting is required if we need to spend more   
● Receipts for everything we purchase on behalf of the group, saved to Google Drive   
● Every purchase tracked in Google Drive   
● Members will individually purchase items, and payments will be sent to that member via the Beem It mobile app and post screenshot in the Google Drive

**Sign-off and Approvals**

|  |  |  |
| --- | --- | --- |
| Team Agreement Sign-Off: | | |
| The undersigned members of this team agree to abide by this team agreement to ensure the successful completion of Team project and to meet requirements and timeframes. | | |
| Person’s name & student number | Signature | Date |
| Yuanyun Wei  45338142 |  | *22/08/2019* |
| Wentai Ouyang  44931407 |  | *22/08/2019* |
| Yihe Chen  45332926 |  | *22/08/2019* |
| Runan chen  45094046 |  | *22/08/2019* |