

Technology Innovation Project (INFO90010): Team Agreement

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Group name: E-Mind

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GOALS: What are our **team goals** for this project?

What do we want to accomplish? What skills do we want to develop or refine?

Our team aims to develop a Minimum Viable Product (MVP) that integrates Artificial Intelligence (AI), specifically Natural Language Processing (NLP) and Computer Vision (CV), into an application. We strive to meet all project deliverables while remaining flexible to changing requirements. Additionally, we seek to enhance our app development skills and refine our project management capabilities throughout the process.

EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?

We expect 100% attendance at all meetings, ensuring active participation and contribution from every team member. Team members should be proactive in sharing ideas and providing constructive feedback. In case of any issues or challenges, we encourage open communication and prompt action to address them. The quality of work produced should be satisfactory and align with the team's overall expectations.

TEAM RULES: What rules do we agree on to help us meet our goals and expectations?

To ensure we meet our goals and expectations, all team members must respond promptly to questions or queries. Slacking and procrastination should be avoided to maintain productivity. Everyone is expected to be well-prepared for meetings and to actively contribute. We will hold each other accountable for our responsibilities and ensure that we remain punctual in all project-related activities.

COMMUNICATION & PROJECT MANAGEMENT: What tools will you use to communicate and manage tasks? How will project progress be recorded and communicated?

To ensure effective communication and project management, our team will utilize multiple tools. Discord and WhatsApp will be used for quick discussions and updates, while Trello will help in tracking project progress and task assignments. Figma will be employed for UI/UX design collaboration, and Jupyter Notebook will be used for coding and data analysis. We will store and manage project files using GitHub, OneDrive, and Google Docs to ensure seamless document sharing and version control.

CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, and agreed processes?

If a team member does not meet the agreed-upon goals, expectations, or processes, we will first address the issue through an **internal discussion** to find a workable solution. If the issue persists or requires further intervention, we will seek guidance by consulting the **teaching staff** for advice.

We share these goals and agree to these expectations, rules, and consequences.

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