**Team Agreement**

**Group 22(You Look Only Half)**

**Notice**

This is a Team Agreement which Group 22 work in Degree Project need to follow.

**Introduction**

The purpose of this Team Agreement is to make the work within the team clear, strengthen team cooperation, and enable team members to deal with procedures and methods in case of emergency, so as to ensure that the progress of the project can be completed according to the specified schedule. The contents herein addressed are:

1.Communication

2.The meeting guide

3.Participation

4.Solve Problem

5.Code of conduct

6.Project Progress

The members in Group 22:

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**Communication**

Communication among team members is through WeChat, email, weekly meetings. Members should check their email once daily and reply to it if necessary. The routine weekly meetings are scheduled every Monday at 17:40, the form of the meeting shall be an online WeChat group conference or face-to-face discussion. All members generally are obliged to attend the meeting, if a member cannot attend the conference for personal reasons, he must inform other members 24 before the meeting.

The team makes decisions in the best possible manner of communication. Due to the epidemic, team members can't often have face-to-face meetings, so we use E-mail, WeChat, and other technologies to help communicate. The project manager hosts all meetings and can arrange video conferences if required. Work together to ensure that the project is on schedule, and communicate with the tutor and TA once a week. Make sure that each communication is on the right track and that there are new plans for the project each week.

**The meeting guide**

The weekly meeting reports the work progress of the previous week and listens to the teacher's suggestion, and adjusts the plan for the next week according to the teacher's suggestion.

After each meeting, summarize the meeting points and define the team goals.

If additional meetings are needed, team members will be notified in advance through WeChat and the meeting will be held after the time of each team member is confirmed.

**Participation**

Each team member shall be provided with an equal opportunity to participate, and the team members shall actively participate in the discussion of the activities within the group.

Encourage team members to express their overall views on the project, and adjust the development direction of the project according to the opinions of team members and the suggestions of the supervisor and TA.

Carry out everyone's work according to the project schedule, and strengthen communication among all parts to ensure the integrity of the project.

**Solve Problem**

In the Weekly meeting, everyone puts forward the problems they are encountering at the present stage, and we think about solutions together. If they cannot be solved, they will report to the teacher in the Weekly Update, or send an email to ask for the help of the teacher and TA.

When the members of the group disagree, the two schemes will be voted by secret ballot, and the scheme with the highest number of votes will be adopted.

If a team member fails to complete his/her schedule in accordance with the prescribed time, he/she shall explain the situation and submit written documents to the team members.

**Code of Conduct**

Work proactively, anticipate potential problems and take action to avoid them.

Focus on what is good for the project, and make everyone responsible for the project rather than focusing on their progress.

**Project Progress**

Team members shall arrange the project work according to the initial Gantt Worksheet.

At the end of each week, check whether you have completed the task requirements of the week to prevent the mistake of submitting the task of the new week.

**Summary**

The Team Agreement shall be observed by all members of The team to facilitate The progress of The project and The harmony of The work within The group.