COMP3888/SOFT3888/ISYS3888/COMP3988/INFO3600/COMP5615/CSEC3888

Group Contract Weeks 6 – 13

GROUP NAME: ……SOFT3888_TU18_04………..

The original copy of this signed contract must go to your tutor and a copy must be provided for each group member.

1. **Contact information**

Name	SID	UniKey	Email	Phone
Shanshan Gao	490491470	sgao5239	sgao5239@uni.sydney.edu.au	0452158688
Yifan Wang	520018679	ywan0506	ywan0506@uni.sydney.edu.au	0484136978
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Xiaotian Zhu	530033369	xzhu5058	xzhu5058@uni.sydney.edu.au	0450579236
Shangwei Li	530666455	shli0087	shli0087@uni.sydney.edu	0431476857

2. **Established Role**

Week	Tracker	Manager	Customer Liaison	Programmer	Tester	Doomsayer
6	Xianhua Guo	Shangwei li, Xianhua Guo	Hugo Sun, ShanShan Gao	Everyone	Xiaotian Zhu, Yifan Wang	Meican Ma
7	Xianhua Guo	Shangwei li, Xianhua Guo	Hugo Sun, ShanShan Gao	Everyone	Xiaotian Zhu, Yifan Wang	Meican Ma
8	Xianhua Guo	Shangwei li, Xianhua Guo	Hugo Sun, ShanShan Gao	Everyone	Xiaotian Zhu, Yifan Wang	Meican Ma
9	Xianhua Guo	Shangwei li, Xianhua Guo	Hugo Sun, ShanShan Gao	Everyone	Xiaotian Zhu, Yifan Wang	Meican Ma
10	Yifan Wang	Shangwei li, ShanShan Gao	ShanShan Gao, Meican Ma	Everyone	Xiaotian Zhu, Hugo Sun	Xianhua Guo
11	Yifan Wang	Shangwei li, ShanShan Gao	ShanShan Gao, Meican Ma	Everyone	Xiaotian Zhu, Hugo Sun	Xianhua Guo
12	Yifan Wang	Shangwei li, ShanShan Gao	ShanShan Gao, Meican Ma	Everyone	Xiaotian Zhu, Hugo Sun	Xianhua Guo
13	Yifan Wang	Shangwei li, ShanShan Gao	ShanShan Gao, Meican Ma	Everyone	Xiaotian Zhu, Hugo Sun	Xianhua Guo

In the following sections, all group members should agree on the undertakings and how exactly they are to be achieved, before the item is ticked. Undertakings can be reworded if desired.

Agreed? Please ✔

4. **Role allocation:**   *We agree to the allocation of roles for week 6 - 13*

[✔]

   Roles remain the same as previous weeks but rotate for learning purposes if needed. Changes may be made based on development needs.

5.   **Attendance:**   *We agree to attend all group meetings punctually and any extra scheduled meetings as necessary*.

[✔]

   Please enter realistic meeting times (2 per week, 1 in lab and 1 other) based on your

experiences from week 6-13

   1.   …Tuesday 18 p.m. - 20 p.m. ……….. 2.   ……Thursday 14 p.m. - 16 p.m.…………

   What are acceptable unavoidable absences?

Sickness, family emergency, or important personal matters that cannot be rescheduled (for example, important exams or appointments)

6. **Record keeping:**   *The Manager will post & maintain all information promptly on Wiki*

[✔]

   What sort of information exactly? Any changes from your experiences from week 1-6, What needs to be recorded? What wasn't recorded?

Meeting Minutes: Record the key points discussed and final decisions from each meeting.
Task Allocation: Clearly record the owner and due date for each task.
Project Progress: Provide weekly updates on completed and ongoing work.
Key Documents: Share all relevant technical documentation and design materials.

Everything was clearly recorded.

7.   **Participation**   *We undertake to participate fully and work as a team*

[✔]

What exactly does this mean? What didn't happen in weeks 6-13?

It's more important than just attending meetings; it's also more important to actively contribute and offer your insights during discussions. Take on tasks proactively, be accountable for them, and complete them on time. After completing a task, proactively ask other members if they need help.
Everything went well.

How will you do to ensure full participation and commitment for the rest of the project?

Continue scheduled speaking turns in meetings for each member to report progress and blockers.
Use Jira to track each member's assigned tasks visibly.
Further break down large tasks into smaller, clearly defined subtasks assigned to individuals for accountability.

8.   **Group   *We will discuss any problems, listen carefully to all points of view and*
      conflict   *negotiate a solution*   [✔]

How did this happen in weeks 6-13?

When disagreements on implementation priorities arose (e.g., dashboard layout, testing approach), we had members present options with pros/cons, discussed openly, and voted or deferred to the Manager for time-critical decisions.

What changes do you need to make in this area for the rest of the project?

Formalize a rapid decision process: if consensus isn't reached within 10 minutes, the Manager or designated lead makes the final decision to maintain progress.

9.   **Task rehearsal:**   *We will ensure that each group member is ready for the Group Demo*
                                                                                   [✔]

Did this happen for the Group 1 demo? What do you need to do to improve on your group 1 demo?

Provide details of when and where this rehearsal might take place.

Everything has been great for the Group 1 demo, we have three practice demos before the actual demo. For

Group 2 demo, we will keep doing it with all presenters to rehearse content, transitions, and technical setup.

When   …Two days before the final Demo……   Where …J12….

10. **Task allocation**   *We will distribute the work fairly and equitably*
                                                                                   [✔]

Specifically, who will do what aspects of the rest of the task?

Programmers: Implement and update the client requirement functions

Manager: Maintain Wiki, update Jira tasks, coordinate presentation content.

Tracker: Monitor deadlines and progress, ensure all testing tasks are tracked.

Tester: Conduct acceptance tests and regression checks, compile test results.

Doomsayer: Calls out big trouble—current or upcoming—so the team faces risk early.

Coach: Observes the whole system, keeps the team "Stay Extreme".

All members: Contribute to final presentation preparation and rehearsals.

11. Anything else?

[✔]

(signed) ……Shanshan Gao………. ……Yifan Wang………

……Hugo Sun……….…... ……Meican Ma……….

……Xianhua Guo……….. ……Xiaotian Zhu……...

……Shangwei Li………...

Date: ……09/13/2025………….

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Team member name	IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project	Roles and areas of activity in the project between weeks 6 and 13
ShanShan Gao	Leadership, project coordination, front-end implementation, strong client communication skills.	Team Leader, stand-in Customer Liaison and Manager; coordinated sprint planning and presentations; contributed to dashboard and resource library UI.
Yifan Wang	Agile planning, backlog management, quality control, Vue/Pinia development.	Coach, Tracker and Tester; maintained Jira sprint board; supported front-end coding and reviewed pull requests.
Hugo Sun	Coaching, technical mentoring, sprint retrospectives, code review skills.	Coach, Customer Liaison and Programmer; guided technical decisions, paired on Events/Profile pages; helped with testing and acceptance criteria.
Meican Ma	Organisation, documentation, meeting management, system integration awareness.	Doomsayer, Customer Liaison and Document Controller; posted meeting minutes to Wiki; ensured report and presentation consistency.
Xianhua Guo	Task tracking, risk monitoring, full-stack knowledge, proactive communication.	Tracker, Doomsayer and Programmer; monitored deadlines, kept progress visible in Jira; supported event and profile feature development.
Xiaotian Zhu	Testing, defect tracking, user acceptance testing, cross-browser validation.	Tester and QA reviewer; ran acceptance checks on new features; documented issues and feedback for the team.

Shangwei Li	Vue front-end development, risk identification (Doomsayer), documentation alignment, slide coordination.	Manager and Programmer; implemented EventsPage.vue and ProfilePage.vue; wrote Section 4.0 Quality of Group Processes; coordinated slides and rehearsals.