

Group Contract Weeks 2 – 5

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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Xianhua Guo	520501171	xguo2478	xguo2478@uni.sydney.edu.au	0423636393
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
2	Xianhua Guo	Meican Ma	Xianhua Guo	Hugo Sun, ShanShan Gao, Yifan Wang	Xiaotian Zhu	Shangwei li
3	Xianhua Guo	Meican Ma	Xianhua Guo	Hugo Sun, ShanShan Gao, Yifan Wang	Xiaotian Zhu	Shangwei li
4	Xianhua Guo	Meican Ma	Xianhua Guo	Hugo Sun, ShanShan Gao, Yifan Wang	Xiaotian Zhu	Shangwei li
5	Xianhua Guo	Meican Ma	Xianhua Guo	Hugo Sun, ShanShan Gao, Yifan Wang	Xiaotian Zhu	Shangwei li

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 2 - 5*

[✓]

We may change the roles based on how the development is going.

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 2-5

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.

We may not have strictly recorded the deadlines for each small task, resulting in unclear progress tracking. In the future, we will ensure that each task has a clear owner and deadline.

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

[✓]

What exactly does this mean? What didn't happen in weeks 2 - 5?

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.

How will you do to ensure full participation and commitment for the rest of the project?
In every meeting, schedule a speaking turn to ensure everyone shares their progress and ideas.

Break down large tasks into smaller, clearly defined subtasks and assign them to individuals to create clearer accountability.

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

How did this happen in weeks 2-5?

When disagreements on technical solutions arose, we had members present their respective proposals, each citing their strengths and weaknesses. The team then discussed and analyzed the proposals together, ultimately voting on which one to adopt.

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

Establish a clearer decision-making mechanism. For urgent or important technical decisions, if consensus cannot be reached, the project manager (or designated person) will make the final decision after listening to everyone's opinions. This avoids prolonged debate and ensures project 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.

The first demo might not be smooth, or members might not be familiar with the process. To improve, we need to conduct at least one full rehearsal to ensure everyone is clear about their part and rehearse any potential technical issues.

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?

The manager will assign the work to different people.

11. **Anything else?** [✓]

(signed)Shanshan Gao.....Yifan Wang.....
Hugo Sun.....Meican Ma.....
Xianhua Guo.....Xiaotian Zhu.....
Shangwei Li.....
 Date:08/12/2025.....

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 2 and 5
ShanShan Gao	<ul style="list-style-type: none"> • Python, Java, C, MySQL, postgresql, HTML/CSS/JavaScript, Tailwind CSS, Bootstrap, Angular, React, Vue, REST API, WebSocket, Springboot • Leadership, good communication • Eager to share ideas and work together to achieve our project goals. 	<input type="checkbox"/> Team leader <input type="checkbox"/> QA reviewer <input type="checkbox"/> Document controller
Yifan Wang	<ul style="list-style-type: none"> • Have experience in Python, Java programming language • Framework experience: SpringBoot • Be willing to learn new knowledge and skills 	<input type="checkbox"/> Programmer <input type="checkbox"/> Coach through development
Hugo Sun	<ul style="list-style-type: none"> • Strong programming foundations such as Python, C and JavaScript • Basic system architecture knowledge • Keen to learn new skills 	<input type="checkbox"/> Programmer <input type="checkbox"/> Communicater with client
Meican Ma	<ul style="list-style-type: none"> • Programming skill in front-end and back-end development • Proficient in Python and Java. • Eager to share ideas and work together to achieve our project goals. 	<input type="checkbox"/> Record meetings <input type="checkbox"/> QA reviewer <input type="checkbox"/> Document controller
Xianhua Guo	<ul style="list-style-type: none"> • Programming skill in front-end and back-end development • Proficient in Python and Java. • Passionate about to learn new knowledge and skills 	<input type="checkbox"/> Programmer

Xiaotian Zhu	<ul style="list-style-type: none"> • Proficient in Python, Java, and C++ programming languages. • Extensive operations and maintenance internship experience. • Skilled in front-end development with HTML, CSS, and JavaScript. • Experienced in designing and building front-end interfaces for multiple platforms. • Hands-on experience in personal website design and development. 	<input type="checkbox"/> Tester <input type="checkbox"/> Programmer
Shangwei Li	<ul style="list-style-type: none"> • Proficient in Python and Java for building server-side applications • Great understanding of HTML, CSS, and JavaScript for creating user interfaces. • Capable of designing database schemas and writing SQL statements to create, read, update, and delete data. • Eager to share ideas and work together to achieve our project goals. 	<input type="checkbox"/> QA reviewer <input type="checkbox"/> Document controller