

# Team Charter

## Project Title

Collaborative Travel Planning for Student Groups

Team Name 7

## GitHub URL

<https://github.com/haichaowww/deco3500-team-project>

## Team Member Introduction

**Name:** Haichao Wang (Leader)

**Student Number:** 45275416

**Program of Study:** Master of Interaction Design

**E-mail:** s4527541@uq.edu.au

**Statement of Aims:** I majored in Hotel and Tourism Management during my undergraduate studies and have a solid foundation in service industry management. During that time, I also accumulated some hotel internship experience and have a deep understanding of customer experience and service processes. In my postgraduate studies, I shifted my major to Interaction Design. Through the combination of the two, I am able to provide unique perspectives and solutions from multiple perspectives, especially in the field of user experience and service design, particularly in design sessions involving user needs and satisfaction. Currently, I would like to learn more about front-end and back-end code in order to improve my technical skills.

**Duties:** 10% research, 10%design, 20%document, 35%coding, 20%presentation

**Name:** Yuteng Niu

**Student Number:** 48306638

**Program of Study:** Master of Interaction Design

**E-mail:** s4830663@uq.edu.au

**Statement of Aims:** I have a strong foundation in psychology from my undergraduate studies, which has honed my skills in conducting interviews and research. This background complements my strong interest in page design. Last semester, I took a web design course where I learned HTML, CSS, and JavaScript, and I am eager to continue practising and refining these skills. My aim is to integrate my expertise in user research with my design skills to create intuitive and engaging web interfaces that enhance user experiences.

**Duties:** 25% research, 30%design, 20%document, 10%coding, 20%presentation

**Name:** Xixi Hu

**Student Number:** 48647292

**Program of Study:** Master of Interaction Design

**E-mail:** xixi.hu1@uqconnect.edu.au

**Statement of Aims:** I have prior experience working as an intern in user experience research, where I conducted user interviews and gained valuable insights into user experiences and feedback. This

experience has deepened my interest in exploring and improving UI/UX design, particularly in how we can create more intuitive and user-friendly interfaces. Through this project, I aim to further develop my skills in user experience research by applying them to real-world design challenges. I'm particularly eager to expand my abilities in synthesizing user feedback into actionable design improvements and to explore innovative approaches to UI/UX that enhance overall user satisfaction.

**Duties:** 25% research, 30%design, 20%document, 15%coding, 20%presentation

**Name:** Shuo Zheng

**Student Number:** 47084461

**Program of Study:** Master of Interaction Design

**E-mail:** s4708446@uq.edu.au

**Statement of Aims:** As an undergraduate student majoring in animation design, I have deep skills in art design and colour matching, which will be of great help in future interface design projects. My main goal is to explore UI/UX design in more depth and in more detail. I hope to develop a comprehensive design perspective that combines creative and analytical approaches to not only meet project needs, but also exceed expectations. In my role, I will work on proposing creative solutions and assisting the team in developing information architecture. I also look forward to further expanding my knowledge and experience in UI/UX design through project practice.

**Duties:** 10% research, 20%design, 20%document, 15%coding, 20%presentation

**Name:** Boyu Peng

**Student Number:** 47190746

**Program of Study:** Master of Interaction Design

**E-mail:** boyu.peng1@uqconnect.edu.au

**Statement of Aims:** My major during my undergraduate studies was Environmental Management. I am passionate about understanding users. Through this project, I hope to improve my research methods and ensure that the voice of the user is always heard and plays a key role in our design decisions. I am committed to creating projects that are truly meaningful and practical. I will conduct research in each iteration of the project and continue to improve to meet the desired goals. I will try to be more involved in coming up with creative solutions and be responsible for research during the course of the project. I will also be responsible for prototyping and user testing.

**Duties:** 10% research, 10%design, 20%document, 15%coding, 20%presentation

## Communication Agreement

### Communication Channels.

Primary Communication Channel: WeChat

Secondary Communication Channel: Email

Response Expectation Time: On WeChat, team members are expected to respond within 3 hours of receiving a message. The response expectation time for email is 24 hours.

Meetings: In addition to classroom discussions, we will have weekly team meetings. The exact time and location of the meeting will be adjusted based on the availability of team members. Meetings will have a clear agenda to ensure effective management.

### Decision Making.

Decisions in the project will be made through team discussions to reach consensus. For major decisions, we will conduct a vote, which requires the agreement of more than half of the team members.

### Team Meetings and Communication.

Team members will meet face-to-face at a designated time and place. If a team member is unable to attend, we will provide remote communication tools such as Zoom or Tencent Meetings to ensure their participation.

## Workload Agreement.

### Task Management & Delegation.

We will discuss and assign upcoming tasks in our weekly team meetings. Each member of the team will be aware of their responsibilities and deadlines.

### Task Reassignment.

If a member is unable to complete an assigned task, we will reassign that task within the team. We encourage members to communicate with the team if they are facing difficulties or need help.

### Github Project Management.

We will use Github to manage the project. All code, documentation, and resources will be uploaded to Github. We will also use Github's project management tools, such as Issues and Projects, to track progress and collaborate on tasks.

## Conflict Resolution Agreement

### Conflict definition.

For our team, conflict may be expressed as continuous failure to respond to communication messages, lower than expected quality of task output, non-compliance with team protocols, etc.

Failure to respond to team communications for 48 consecutive hours.

If a team member has any issues or grievances, he/she should first communicate privately with the team member in question to try to understand each other's position and find a solution.

If private communication does not resolve the issue, the team member may raise the issue in a team meeting where all team members can participate in the discussion.

**Conflict Action Measures.**

Once a conflict has arisen on a team, we first encourage both parties to communicate in order to resolve misunderstandings or grievances.

If initial communication fails to resolve the issue, other team members may be asked to intervene.

If the conflict cannot be resolved within the team, we may consider inviting a neutral third party outside the team, such as a member of another team, to help us resolve the conflict.

If none of the above methods are able to resolve the conflict, we will decide together whether we need to seek help from the course leader or other relevant teaching team members.

**Unresolved Conflicts.**

If the conflict persists and interferes with the normal functioning of the team, we will decide together whether we need to redistribute the roles or responsibilities of the team members, or seek other solutions.

Signature: Haichao Wang

Signature: Yuteng Niu

Signature: XiXi Hu

Signature: Shu Zhang

Signature: Boyu Peng

Date: 21/8/2024