

# Instant Messaging Project - Team Contract

Team Name: CodePulse

Team Members:

Ong Guan Yong

Hon Hao Yuan

Pang Jean Ann

Darwin Alexander

## Project Overview:

We, the members of CodePulse, are collaborating on an instant messaging project as part of our academic assignment. Our objective is to design and implement a robust instant messaging application. To ensure seamless and productive collaboration, we are establishing this team contract that outlines our roles, responsibilities, and expectations.

## Roles and Responsibilities:

### **Project Manager: Ong Guan Yong**

- Oversees overall project coordination and scheduling.
- Ensures project milestones and deadlines are met.
- Serves as the primary contact with the instructor.
- Facilitates effective communication within the team.

### **Design Lead: Pang Jean Ann**

- Handles the visual and user interface design of the application.
- Works closely with the development team to ensure a user-friendly design.
- Conducts user experience research to inform design decisions.

### **Development Lead: Hon Hao Yuan**

- Supervises the technical development of the application.
- Ensures coding standards and best practices are adhered to.
- Conducts code reviews to maintain code quality and consistency.

### **Documentation and Presentation Lead: Darwin Alexander**

- Creates comprehensive project documentation.
- Prepares and delivers the final presentation.
- Ensures all team contributions are well-documented and referenced.

## Communication and Meetings:

Frequency: Regular team meetings will be held at least once a week, with additional meetings scheduled as needed to address urgent matters.

Communication Tools: We will primarily use WeChat for team communication and coordination, with supplementary use of email and video conferencing tools where necessary.

Meeting Agendas: The Project Manager will prepare and share meeting agendas at least one day in advance, ensuring all relevant topics and issues are covered.

Meeting Minutes: Meeting minutes will be recorded by the Project Manager or a designated team member and shared with the team within 24 hours after each meeting.

Decision-Making: Decisions will be made by consensus whenever possible. In the event of a deadlock, the Project Manager will make the final decision

## Work Distribution:

- Tasks will be assigned based on individual strengths, expertise, and preferences.
- Team members are responsible for the timely completion of their assigned tasks.
- Any difficulties or need for assistance should be promptly communicated to the relevant team lead.
- Regular progress updates will be shared during team meetings to ensure alignment and accountability.

## Conflict Resolution:

Steps to resolve conflicts within the team:

Open Communication: Involved parties will discuss the issue openly and honestly to understand each other's perspectives.

Mediation: If the issue remains unresolved, the Project Manager will mediate the conflict, facilitating a constructive dialogue to reach a resolution.

Instructor Involvement: Unresolved conflicts will be escalated to the instructor for guidance and resolution.

## Quality Assurance:

- Regular testing and debugging sessions will be conducted to ensure the application's functionality and performance.
- User feedback will be gathered and analyzed to make necessary improvements.
- Code reviews will be done periodically to maintain high code quality and ensure adherence to best practices.

## Timeline and Milestones:

- A detailed project timeline with specific milestones will be developed and shared with all team members.
- Progress will be tracked against the timeline, and any deviations will be addressed promptly.

By agreeing to this contract, we commit to maintaining a professional and collaborative work environment, ensuring the success of the CodePulse instant messaging project.