1. **Group Name:** Group 1
2. **Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Full Name** | **Preferred Name** | **SID** |
| **A** | Joshua Boucher | Josh | 450405192 |
| **B** | Daniel Lee | Daniel | 450402412 |
| **C** | Jake Breedon | Jake | 480426626 |
| **D** | Tiancheng | Xia | - |
| **E** |  |  |  |

1. **Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Email** | **Phone** |
| **A** | Josh | Jbou3441@uni.sydney.edu.au | 0434-904-929 |
| **B** | Daniel | dlee0870@uni.sydney.edu.au | 0450-295-947 |
| **C** | Jake | jbre4119@uni.sydney.edu.au | 0412-021-938 |
| **D** | Tiancheng | txia9984@uni.sydney.edu.au | - |
| **E** |  |  |  |

1. **Role Rotation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Tracker** | **Manager** | **Customer\*** | **Programmer** | **Tester** | **Doomsayer** |
| **2** | Jake | Daniel | - | Everyone | Everyone | Everyone |
| **3** | Josh | Jake | - | Everyone | Everyone | Everyone |
| **4** | Daniel | Josh | - | Everyone | Everyone | Everyone |

\*Customer is responsible for liaising with the client, keeping minutes and summarising meetings with the client and circulating the information to the team (may include client).

Note: Depending on the number of people in a team some members may have more than one role each week.

1. **Group Goals and Objectives**

*[Teams collective goal(s) and objectives for the unit e.g. obtain a HD, improve communication skills, apply programming skills…etc.]*

To get at least a credit.

Improve web development skills.

**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.**

1. **Role Handovers**

* We agree to take adequate time to hand over our roles at the end of each week

*How exactly will this be done?*

The most convenient form of communication available at the time

1. **Attendance**

* We agree to attend all group (and client) meetings punctually and any extra scheduled meetings as necessary

Please indicate meeting times (2 per week, 1 in tutorial and 1 other. Also indicate a backup meeting time)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Day & Time** | **Duration** | **Frequency** | **Mode** |
| **Tutorial** | Tuesday 9-11 | 2 hours | Weekly | Face to Face |
| **Other (First Preference)** | Evenings | As required | Weekly | Face to Face |
| **Other (Back-up)** |  |  | As needed |  |

1. **Record Keeping**

* The acting Manager will post and maintain all information promptly on Wiki.

*What sort of information will the Manager be responsible for exactly?*

Delegations and progress

1. **Participation and Commitment**

* We undertake to participate fully and work as a team

*What does this mean?*

Solid communication

*How will you demonstrate that this is taking place? E.g. meeting deadlines, completing your allocated tasks on time*

Online platforms will automatically keep a log of conversations

1. **Group Conflict**

* We will discuss any problems, listen carefully to all points of view and negotiate a solution.

*Where will such decisions be recorded?*

As an issue on bitbucket

*How will you demonstrate agreement?*

By resolving the issue on bitbucket

*When will you escalate conflict to your tutor?*

When we’re unable to resolve the issue ourselves

1. **Presentation Rehearsal**

* We will ensure that each group member is ready for the Group Demo Rehearsal

*How?*

The manager will ensure this

*Provide details of when and where this rehearsal might take place. (Date and Location)*

Before the demo, at university or another location if agreed upon by all members

1. **Task Allocation**

* We will distribute the work fairly and equitably

How will you do this?

Discussion amongst the group

Specifically, who will do what aspects of the task? E.g. draft, proof…etc.

**TBA**

1. **Deliverables**

*Project or UOS deliverables you will deliver as a team throughout the semester*

|  |  |
| --- | --- |
| **Deliverable** | **Due Date** |
| **Primary task** | End of semester |
| **Secondary task** | End of semester |
|  |  |

1. **Specific Team Rules**

**­***The following two are compulsory*

* Each team member must enter >=0 tickets per week from week 2
* Each team member must inform other members immediately if s/he has to withdraw from the group

*From the following list as a team identify which rules are useful and remove those that are not. Other than the mentioned your team should formulate* ***3 or more rules*** *specific to your team and your teams’ expectations.*

* Each team member must read the wiki weekly and post a response
* A team member must notify the rest of the team if dissatisfied with progress
* A team member must notify the rest of the team if they think a task they are working on will be late
* Each member must contribute to the resolution of issues in whatever way we can
* Each team member must make an effort to communicate effectively
* Each team member must do their best to meet the quality requirements of the client

1. **Tools and Resources**

*Tools and Resources and their use in the Teams project work*

|  |  |
| --- | --- |
| **Tool/Resource** | **Use** |
| **BitBucket** | yes |
| **Office365** | yes |
| **Slack** | yes |

1. **Agreement**

*By signing the document, you agree to the above as identified by your team*

*Team Member 1’s Name* **Joshua Boucher**  *Signature* ***J.B.***

*Team Member 2’s Name* **Daniel Lee** *Signature* ***DL***

*Team Member 3’s Name* **Jake Breedon** *Signature* ***JB***

*Team Member 4’s Name* **Tiancheng Xia** *Signature*

*Team Member 5’s Name Signature*

1. **Roles and Strengths**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member** | **IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project** | **Roles and Areas of Activity in the project** | **Key Responsibilities of Role(s)** |
| **Daniel** |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | Everything |
| **Jake** |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | Everything |
| **Tiancheng** |  | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | Everything |
| **Josh** | Python  Java  SQL  Team communication  Client communication  Project management  Marketing  Graphic design  Android dev  Web dev | * Team Leader/Manager * Manager Stand-in * Tracker * Programmer * Head programmer * Customer * Second point of contact with client * Tester * Doomsayer * Document controller | Everything |

**\***Should add or remove roles as required for your team.