# **Group Contract Weeks 2 – 5**



GROUP NAME: ……ISYS3888\_TU15\_02\_P56……………………………….

1. **Contact information**

| Name | SID | UniKey | Email | Phone |
| --- | --- | --- | --- | --- |
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1. **Established Roles**

| **Week** | **Tracker** | **Manager** | **Customer Liaison** | **Programmer** | **Tester** | **Doomsayer** |
| --- | --- | --- | --- | --- | --- | --- |
| 2 | Edward Li | Benjamin Men | Cailin Feldman | Bronte Lee, Kiran Papalkar | Zheyuan Zhang | Baoxi Liu |
| 3 | Baoxi Liu | Edward Li | Cailin Feldman | Bronte Lee, Kiran Papalkar | Benjamin Men, | Zheyuan Zhang |
| 4 | Zheyuan Zhang | Baoxi Liu | Cailin Feldman | Bronte Lee, Kiran Papalkar | Edward Li | Benjamin Men |
| 5 | Benjamin Men | Zheyuan Zhang | Cailin Feldman | Bronte Lee, Kiran Papalkar | Baoxi Liu | Edward Li |

**Technical Sub-Team**

Kiran Papalkar (leader)

Edward Li

Zheyuan Zhang

Andersen Liu

**User Experience Sub-Team**

Bronte Lee (leader)

Cailin Feldman

Benjamin Men

**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*** | **[ √ ]** |
| **Role Expectations**  ALL TEAM MEMBERS WILL DO RESEARCH/OTHER REPORT TASKS DURING THE (alongside their managerial tasks that the have been assigned)   * Tracker: Monitor progress of other members, track other informational metrics. * Manager: schedule meetings, create meeting agendas, take meeting minutes * Customer Liaison (project manager): look at the big picture of the project, communicate with the sub-team leaders and communicate with the client. * Programmer: Each programmer leads a sub-team of either technical or user experience research. Will lead the research/report writing - allocate the tasks for their sub-team to do i.e. areas to research, sections to write up, slide decks. * Tester: Proof-reading, fact checking. * Doomsayer: review project progress to identify potential current and future problems and report these to the group during team meetings. | |
| **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).  1. Friday 11am-12am  2. Tuesday 3pm-5pm  What are acceptable unavoidable absences? Record here.   * Noted down in minutes * Acceptable absence includes: illness, family issues, unavoidable work conflict. | |  |
| **6. Record keeping:** | ***The Manager will post & maintain all information promptly on Wiki*** | **[ √ ]** |
| What sort of information exactly?   * Meeting agenda will be added prior to each meeting. * Meeting minutes will be added after each meeting. * Project documents. * Tutorial tasks. | |  |
| **7. Participation** | ***We undertake to participate fully and work as a team*** | **[ √ ]** |
| What exactly does this mean?   1. Attending the meeting 2. Being fully engaged in the meeting - not looking at personal devices, contributing to group discussion   How will you demonstrate that this is taking place?   * Taking attendance * Taking note of who is being engaged in the meeting and who is not * Making sure everyone has inputted in the discussion | |  |
| 1. **Group conflict** | ***We will discuss any problems, listen carefully to all points of view and negotiate a solution*** | **[ √ ]** |
| Where will such discussions be recorded?   * Meeting minutes if conflict occurs during a meeting   How will you demonstrate agreement?   * Resolved via group vote following discussion in order to attain most amicable solution | | |
| **9. Task rehearsal:** | ***We will ensure that each group member is ready for the Group Demo*** | **[ √ ]** |
| How?  Perform the demo before the in-tutorial demo  Provide details of when and where this rehearsal might take place.  When ……1:30pm-2pm before the tutorial… Where ……Zoom and in person……………. | | |
| **10. Task allocation** | ***We will distribute the work fairly and equitably*** | **[ √ ]** |
| Specifically, who will do what aspects of the rest of the task?   * When creating the tasks, we will have estimated time for how long it takes each task to complete and its level priority, so then making sure when we allocate, we will do our best that everyone gets an equal amount of work (based on length and priority) | | |
| **11. Anything else?** |  | **[ √ ]** |

(signed) …………. ……………Zichen Li…………………

………Jingbang Men……... …………Bronte Lee……..

Kiran Papalkar.

Cailin Feldman zheyuan zhang

Date: 09/08/2022