# **Group Contract Weeks 6 – 13**



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

1. **Contact information**

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

| **Week** | **Tracker** | **Manager** | **Customer Liaison** | **Programmer** | **Tester** | **Doomsayer** |
| --- | --- | --- | --- | --- | --- | --- |
| 6 | Zichen Li | Jingbang Men | Cailin Feldman | Bronte Lee, Kiran Papalkar | zheyuan zhang | Baoxi Liu |
| 7 | Baoxi Liu | Zichen Li | Cailin Feldman | Bronte Lee, Kiran Papalkar | Jingbang Men | zheyuan zhang |
| 8 | zheyuan zhang | Baoxi Liu | Cailin Feldman | Bronte Lee, Kiran Papalkar | Zichen Li | Jingbang Men |
| 9 | Jingbang Men | zheyuan zhang | Cailin Feldman | Bronte Lee, Kiran Papalkar | Baoxi Liu | Zichen Li |
| 10 | Zichen Li | Jingbang Men | Cailin Feldman | Bronte Lee, Kiran Papalkar | zheyuan zhang | Baoxi Liu |
| 11 | Baoxi Liu | Zichen Li | Cailin Feldman | Bronte Lee, Kiran Papalkar | Jingbang Men | zheyuan zhang |
| 12 | zheyuan zhang | Baoxi Liu | Cailin Feldman | Bronte Lee, Kiran Papalkar | Zichen Li | Jingbang Men |
| 13 | Jingbang Men | zheyuan zhang | Cailin Feldman | Bronte Lee, Kiran Papalkar | Baoxi Liu | Zichen 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 6 - 13*** | **[✔]** |
| **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.   Any changes from your experiences from week 1-6, What needs to be recorded? What wasn’t recorded?   * More detailed meeting minutes | |  |
| **7. Participation** | ***We undertake to participate fully and work as a team*** | **[ ✔ ]** |
| What exactly does this mean?   1. Attending meetings 2. Being fully engaged in meetings - not looking at personal devices, contributing to group discussion 3. Do individual part of the research.   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   What didn’t happen in weeks 1 - 6?  Some scheduling conflicts prevented full participation of all members, in future weeks this should not be an issue as we have a confirmed set of meeting times and all members will be available unless they have given advanced notice. | |  |
| 1. **Group conflict** | ***We will discuss any problems, listen carefully to all points of view and negotiate a solution*** | **[ ✔ ]** |
| How did this happen in weeks 1-6 ?  Through communication on various Slack channels we were able to adequately address many conflicts that arose over the first half of this project. Further to this, any major conflicts that needed face-to-face negotiations could be covered both in the tutorial meeting time as well as the friday meeting, by having these more in-depth discussions we were able to negotiate a clear solution that was beneficial to the whole team.  What changes do you need to make in this area for the rest of the project?  For the remainder of the project not many changes are necessary in this area, however, it may be beneficial to further our use of Slack to communicate any major issues and start working towards a solution prior to group meetings. | | |
| **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?  We did a simple rehearsal before our tutorial to make sure everyone is within the time limit.  However, next time we may have a complete rehearsal to note down the total time we’ve taken because in the first demo, everyone just records their own minutes and then we add together to calculate the total time.  Provide details of when and where this rehearsal might take place.  When ………05/09/2022………… Where ………Zoom…………. | | |
| **10. Task allocation** | ***We will distribute the work fairly and equitably*** | **[ ✔ ]** |
| Specifically, who will do what aspects of the rest of the task?  We divide into 2 sub teams which are technical team and ux team. Technical team is responsible for benchmarking all the certified AI products compared to qXR. UX team is responsible for finding related user experience articles related to qXR and other products | | |
| **11. Anything else?** |  | **[ ✔ ]** |

(signed) …………………Zichen Li…………. ……………Bronte Lee…………………

………Jingbang Men………… ……Zheyuan Zhang……….

………Kiran Papalkar…. …Baoxi Liu…………….

………Cailin Feldman…………………….

Date: ………12/09/2022…………………

| **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 13** |
| --- | --- | --- |
| Bronte Lee | * Completed ISYS3401 * Communication skills * Research skills * Analytical skills | ☐ Week 2 manager  ☐ UX team leader  ☐ Testing Plan Creator  ☐ Proofreader and submitter of most documents  ☐ Document writer  ☐ Researcher  ☐ Task Divider |
| Zichen Li | •Completed ISYS3401  •Data-analytical skills  •Communication skill  •Software development skill  •BI tool skill | ☐ Week 3 manager  ☐ Technical team member  ☐ Document writer  ☐ Research taker |
| Jingbang Men | •Completed ISYS3401  •Data-analysis and visualization skills  •Communication skills  •Systematic review and meta-analysis skills  •Quantitative research skills | ☐ Week 10 manager  ☐ UX team member  ☐ Document writer  ☐ Financial support service aspect  ☐ Timeline manager  ☐ Group process controller |
| Kiran Papalkar | * Competent with data analysis   + R and Tableaux * Research gathering skills * Skills built in meta-analysis and systematic review * Presentation skills * Communication and teamwork skills | ☐ Tech team leader  ☐ User story writer  ☐ Document Writer  ☐ Researcher |
| Cailin Feldman | •Completed ISYS3401  •Leadership skills  •Presentation skills  •Data analytics  • | ☐ Team leader (or ☐ stand-in)  ☐ QA reviewer  ☐ Document controller  •Customer Liaison  • |
| Baoxi Liu | * Completed ISYS3401 * Data analysis tools such as python, R, spss, tableau * Visualization tools such as R, tableau * Data analysis skills | ☐ tech team member  ☐ researcher for lunit/qxr/vuno  ☐ Document writer  • Git and slack expert  •week 11 manager |
| Zheyuan Zhang | •Communication skills  •Systematic review and meta-analysis skills  •Quantitative research skills  •Research skills  •Analytical skills | ☐ Tech team member  ☐ Research taker  ☐ Document Writer  ☐ Week 9 manager  • |