

INFO2222 Team contract

1. Goals of the team
 - 1.1. It will be acceptable if one person decide that a DI is acceptable because of time constraints, with the team aim for HD initially.
 - 1.2. It will be not acceptable for one or two members to do more work compared to the others in order to get the team a HD. All team members should fairly contribute to the project.
2. Group Meetings
 - 2.1. The team should have at least one meeting per week for continuous development purpose. Each meeting should not exceed three hours. All the meetings should be arranged and approved by each member.
 - 2.2. Team or individual will be assigned to tasks, the assigned party are responsible to complete the task during the tutorial and share the result with team if the task is staff-approval-needed. Individuals are not required to share notes about the content, but sharing is counted to contribution. Individuals should work on the tasks prior to tutorial correspond to the time stamp (e.g. Task 2 artefacts (Week 3 Tutorial): notes on how persona are created, Personas), and output the artefacts accordingly.
 - 2.3. Meetings will be recorded by members in turn. Recording is counted to the project distribution. Each meeting should follow the agenda.
 - 2.4. If members cannot present in arranged meeting, he/she is responsible to catch on from the meeting minutes.
3. Communication
 - 3.1. The main communication tool is WeChat and Zoom.
 - 3.2. Members should follow the project to share work outputs and keep the individual output appropriately to avoid academic integrity issues.
 - 3.3. Messages could be sent to the team chat any time, but expected read and respond time is between 11am to 11pm.
4. Work conduct
 - 4.1. Work should be fairly distributed to each member.
 - 4.2. Trello will be the task tracker
 - 4.3. Member who misses the deadline for task will have extra one tolerance day to finish. Contribution will be deducted if the task cannot be finished otherwise.
 - 4.4. Team should consult tutor if there is dispute on the quality of the work.
5. Decisions and Conflicts
 - 5.1. Decisions should be approved and taken by the whole team.
 - 5.2. Team should talk through the conflict respectfully and rigorously with proper reason and arguments.

Signed to represent agree the terms and being acknowledged:



Haochen Zhang