**SSTC**

**48240 DESIGN & INNOVATION FUNDAMENTALS GROUP PROJECT CONTRACT**

**TUTOR: \_\_\_\_\_\_\_\_Parker\_\_\_\_\_\_\_\_\_\_\_ TUTORIAL NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GROUP NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IceBreaker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT TITLE: \_\_\_Air Pressure Differential-Based Suction Cup Bicycle Parking Aid\_\_**

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| **GROUP MEMBER NUMBER** | **STUDENT NAME** | **STUDENT ID** |
| **1** | **Xiaoyuanying Kuang** | **202219102** |
| **2** | **Jun Qi** | **202219015** |
| **3** | **Yueheng Wang** | **202219044** |
| **4** | **Yuqi Lai** | **202219103** |
| **5** | **Yupeng Zhao** | **202219029** |
| **6** | **Zhe Fu** | **202219091** |

This document serves as a contract for the group listed above. The document contains the planning for the tasks and responsibilities required to successfully complete the group project for Design and Innovation Fundamentals. This covers the tasks that the group must complete together, there are additional individual tasks.

As a checklist, students should confirm that they have assigned roles for the following tasks and assessments:

* **PROJECT MANAGEMENT:** Ongoing
* **PITCHING: Prototype Pitch**
* **REPORTING: Group Design Brief**

Each task must be assigned a **primary responsible member**. The responsible member is not always the one who completes the task but who bears ultimate responsibility for the task being completed on time and to the satisfaction of all team members. Not every task needs to have a contributor or reviewer assigned but we strongly suggest that you use these for larger project tasks such as assessments.

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| **PROJECT MANAGEMENT: Ongoing Tasks** | | | | | | | |
| **TASK** |  | **Student Role**  P = primarily responsible  C = Contributor  R = Reviewer | | | | | |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Tools** | Research and selection of PM tool | P | C | R | C | C | C |
|  | Set up PM Tool | P | C | R | C | C | C |
| **Week 3** | Plan meeting agenda | R | C | P | C | C | C |
|  | Chairperson of meeting | C | C | P | C | C | R |
|  | Minutes of meeting (incl. action items, attendance etc) | C | C | R | C | P | C |
| **Week 4** | Plan meeting agenda | C | R | C | P | C | C |
|  | Chairperson of meeting | C | C | C | P | R | C |
|  | Minutes of meeting (incl. action items, attendance etc). | C | C | C | R | C | P |
| **Week 5** | Plan meeting agenda | C | R | C | C | P | C |
|  | Chairperson of meeting | R | C | C | C | P | C |
|  | Minutes of meeting (incl. action items, attendance etc). **TO BE SUBMITTED FOR REVIEW** | P | C | C | C | R | C |
| **Week 6** | Plan meeting agenda | C | P | C | C | C | R |
|  | Chairperson of meeting | C | P | C | C | C | R |
|  | Minutes of meeting (incl. action items, attendance etc) | C | R | P | C | C | C |
| **Week 7** | Plan meeting agenda | R | C | C | P | C | C |
|  | Chairperson of meeting | R | C | C | P | C | C |
|  | Minutes of meeting (incl. action items, attendance etc) **TO BE SUBMITTED FOR REVIEW** | C | C | C | R | C | P |
| **Week 8** | Plan meeting agenda | C | C | R | C | P | C |
|  | Chairperson of meeting | C | C | R | C | P | C |
|  | Minutes of meeting (incl. action items, attendance etc) | C | P | C | C | R | C |
| **Week 9** | Plan meeting agenda | P | C | C | C | C | R |
|  | Chairperson of meeting | P | C | C | C | C | R |
|  | Minutes of meeting (incl. action items, attendance etc) **TO BE SUBMITTED FOR REVIEW** | R | C | P | C | C | C |
| **Week 10** | Plan meeting agenda | C | C | P | C | R | C |
|  | Chairperson of meeting | C | C | P | R | C | C |
|  | Minutes of meeting (incl. action items, attendance etc) | C | C | R | C | P | C |
| **Week 11** | Plan meeting agenda | R | C | C | P | C | C |
|  | Chairperson of meeting | R | C | C | P | C | C |
|  | Minutes of meeting (incl. action items, attendance etc) **TO BE SUBMITTED FOR REVIEW** | P | C | C | R | C | C |
| **Week 12** | Plan meeting agenda | C | R | C | C | C | P |
|  | Chairperson of meeting | C | R | C | C | C | P |
|  | Minutes of meeting (incl. action items, attendance etc) | C | C | P | C | C | R |

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| **PITCH** | | | | | | | |
| **TASK** |  | **Student Role**  P = primarily responsible  C = Contributor  R = Reviewer | | | | | |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Presentation** | Speaker 1 | P | C | C | C | C | C |
|  | Speaker 2 | R | P | C | C | C | C |
|  | Speaker 3 | C | C | P | C | C | R |
|  | Speaker 4 | R | C | C | P | C | C |
|  | Speaker 5 | C | C | R | R | P | C |
|  | Speaker 6 | C | R | C | C | R | P |
| **Prototype** | Prototype construction | C | C | R | P | C | C |
| **Slides** | Presentation Slides (structure, layout etc) | C | C | R | R | C | P |
|  | Consistency across slides | P | R | C | C | C | C |
| **Content**  **(information)** | Prototype description | C | C | P | C | R | R |
| **Submission** | Canvas – Presentation Slides | C | P | R | C | C | C |

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| **REPORTING: Group Design Brief** | | | | | | | |
| **TASK** |  | **Student Role**  P = primarily responsible  C = Contributor  R = Reviewer | | | | | |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Business case** | Prepare | C | R | C | P | R | C |
|  | Present in Week 12 | P | C | R | C | C | R |
| **Content** | Summary | P | C | C | R | C | C |
|  | Product Overview | C | R | C | C | C | P |
|  | Market Potential | C | P | R | C | C | C |
|  | Product Design Features | C | C | P | R | C | C |
|  | Product Business Plan | C | C | C | P | R | C |
|  | Conclusions and Recommendations | C | C | C | C | P | R |
|  | Drawings | P | C | C | C | C | R |
| **Communication** | Document and structure, layout etc | C | C | R | C | C | P |
|  | Final review of document | R | C | P | C | C | C |
| **Submission** | Canvas | P | C | C | C | C | C |

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| Version number | Comment | Date | Update By |
| 1.0 | Initial Contract at project launch | 2024/3/23 |  |
| 2.0 | Member X left. Roles redistributed |  |  |
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