**TEAM AGREEMENT**

By: Group 14

**Introduction**

The purpose of this team working agreement is to outline standardized expectations for the House Recommending Online System project concerning, the working relations and group structure among team members in COMP3032J-Group 14. The contents herein addressed are:

1. Communication

2. Decision making

3. Responsibility

4. Team divisions

5. Leadership

6. Group Process

7. Consequences

The members of the team and their UCD student ID are:

Dingqi Liu 17205962

Yixi Shen 17205973

Yandong You 17205942

Shaonan Yang 17206034

**Communication**

Online communication would be the most common way during this period. SO communication between team members should be through the WeChat group, overleaf, GitHub, Rocket and weekly team meetings. Members should check the WeChat group daily for new notifications and respond as needed. Every time there is a discussion, the team members should pay attention and participate in the discussion. The team meeting will be arranged at 7:00 pm on Tuesday evening via WeChat group or Rocket.chat group. In addition to meetings attended by TAs, we will add offline meetings as needed. If a member is unable to attend a team meeting, he must communicate with all members at least 24 hours prior to the meeting and explain the reasons or show the evidence to prove that he met emergence situation. Failure to communicate his absence will lead to a strike. During group meetings, each team member must speak. Failure to speak during group meetings for a total of two weeks will result in a strike. (see "Consequences" below). In every week’s meeting each member should say what they have done in last week and plan of next week. When writing a program, team members should log on to GitHub to see if there are any updates, and then upload them through cloning to avoid clutter.

**Decision Making**

In the decision-making stage, all thoughts and ideas of group members are accepted openly and should be respected. The final decision will be made as a result of the discussion. Until reaching a consensus, decision-making activity is not considered as finished. Besides, the secret ballot will be used in a situation where the group members cannot reach an agreement. In this case, if the voting result for different directions is equal (e.g. 2:2), the group member should consult the teaching assistant for advice. Furthermore, if the communication failed in the end, the decision-making activity will be scheduled at another time or the group member should consult the teacher for advice. Whenever a decision is made every member should work hard to achieve the goal.

**Responsibility**

Members of the team are expected to complete any and all tasks assigned to them by the due date and ensure the quality of the tasks completed. If a task cannot be completed on schedule because of limited capacity or unreasonable workload distribution, the team should be informed at least 3 days in advance, because we need to arrange test or recheck to ensure the quality of or progress, the other team members should actively assist in solving the problem and reassigning the task. Similarly, if unforeseen obstacles or unclear assignments prevent tasks from being completed, they must be raised quickly with other team members, so that they can be clarified or redefined. Team members should deliver the project results with clear and concise additional instructions, complete the handover with the relevant team members, report to the project team leader, to ensure smooth cooperation. Team members should follow up the project updates, regularly update the project documents, code and other content, timely test updates to assist the project stable and safe development. Team members must actively participate in each group vote, task handover, group communication, if unable to participate, must explain the reasons to the group, and make up for the consequences of absence.

**Team division**

Each of the Four members of the team will play several different role in a software development project team. The specific task forces and their leadership are:

Front-end develop group Leader: Yandong you

Back-end develop group Leader: Dingqi Liu

Customer group Leader: Shaonan Yang

Maintenance group Leader: Yixi Shen

Each team member is also a member of the four task groups, under the leadership of the task group, each team member must complete the task on time, participate in the discussion, coordination and cooperation. In addition, as mentioned elsewhere in this agreement, each team member should be actively involved in project discussions, communicate actively, and deliver results on time. (please refer to the corresponding parts of this agreement for further details)

**Leadership**

Different group leader would be facilitator take turns. The meeting topic is set by the facilitator and will be handling during the meeting. For each work package, manager will depend on the tasks and discussion of team. Manager plays a leading role in ensuring that group tasks are completed within the specified time. Manager also should deal with the problems among the group members and assist in the communication within the group.

**Group Progress**

Group progress like milestone is a direct way to show how much work is done and should be done during along with the whole program. Each weekend or Monday, group members will review general progress of the program, make a slight conclusion, and determine a proper progress should be made in this week. The progress for the week is contributed to each group with a settled timeline. The timeline of this week may change because of conditions. During the meeting on Tuesday, we will discuss what have been done within this week and estimate progress for the weekend to make prediction about how much work can be done for this week, in case for the weekly update. Group progress should always be transparent and available for every group member, and all the group members should be aware of their individual ability compared to the general progress to decide proper work progress, which can provide group more efficiency. If the progress is lagging additional team meetings will be held and each member should analysis the reason to find a solution for example arrange more time in programming and ask teachers for help. If the progress is ahead we would keep working hard to set free time for the delay may occur in the future.

**Consequences**

The consequences will be based on a strike plan, Two strikes leading to a probationary period, and Three strikes leading to being identified by the team as a free rider and reported. Because the short develop time we do not have much time to waste. During the probation period, the team member must demonstrate his/her continued commitment to the team by writing an explanatory document and requesting team reinstatement. Strikes may be given for any one of the following reasons:

1. Missed meetings without either communication 24 hours prior or a legitimate conflict.

2. Failure to abide by the rules presented in this working agreement.

3. Not speaking at more than two in-group meetings.

4. Refuse to complete tasks during software development and refuse to communicate with team members.

**Summary**

The ideas and requirements set forth in this working agreement are established to provide the best possible working conditions for completing the assigned project. All rules are based on the group online discussion on March 3,2021. If there is anything in the agreement that can be optimized, a request to start a new group meeting to make changes