1. **Group Name:** SOFT3888\_T09A\_Group3
2. **Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Full Name | Preferred Name | SID |
| A | Ainslie Scott | Ainslie | 470404535 |
| B | Edward Campos | Edward | 470411706 |
| C | Osama Bin Waseem | Osama | 480262105 |
| D | QingLin Wang | Thomas | 470206825 |
| E | Duy Long Nguyen | Long | 470051328 |
| F | Harrison Tri-luc Le | Harrison | 470422528 |

1. **Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email | Phone |
| A | Ainslie | asco8022@uni.sydney.edu.au | 0468406996 |
| B | Edward | ecam6631@uni.sydney.edu | 0424992854 |
| C | Osama | obin7252@uni.sydney.edu.au | 0452120090 |
| D | Thomas | qwan3440@uni.sydney.edu.au | 0420492616 |
| E | Long | dngu0797@uni.sydney.edu.au | 0415147439 |
| F | Harrison | hale6334@uni.sydney.edu.au | 0435191280 |

1. **Role Rotation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | Tracker | Manager | Customer\* | Programmer | Tester | Doomsayer |
| 2 | Thomas | Long | Ainslie | Osama | Harrison | Edward |
| 3 | Edward | Thomas | Long | Ainslie | Osama | Harrison |
| 4 | Harrison | Edward | Thomas | Long | Ainslie | Osama |

\*Customer is responsible for liaising with the client, keeping minutes and summarising meetings with the client and circulating the information to the team (may include client).

Note: Depending on the number of people in a team some members may have more than one role each week.

1. **Group Goals and Objectives**

* Obtain a HD
* Learn new skills
* Build a reliable product
* Have fun
* Achieve project requirements
* Improve communication skills within group and with client

**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.**

1. **Role Handovers**

* We agree to take adequate time to hand over our roles at the end of each week

We will message in Slack for an official handover

1. **Attendance**

* We agree to attend all group (and client) meetings punctually and any extra scheduled meetings as necessary

Please indicate meeting times (2 per week, 1 in tutorial and 1 other. Also indicate a backup meeting time)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Day & Time | Duration | Frequency | Mode |
| Tutorial | Tuesday, 9AM - 11AM | 2 hours | Weekly | Over Zoom |
| Other (First Preference) | Thursday 9AM - 10AM | 1 hour | Weekly | Over Zoom |
| Other (Back-up) | Thursday 1PM - 2PM | 1 hour | As needed | Over Zoom |

1. **Record Keeping**

* The acting Manager will post and maintain all information promptly on Wiki.

The Manager will be responsible for the following information:

* Meeting minutes (both client and internal meetings)
* Weekly Group report
* Any other relevant documentation

1. **Participation and Commitment**

* We undertake to participate fully and work as a team

*What does this mean?*

Ensure everyone contributes to the project equally and everyone understands the progress being made on a weekly basis.

*How will you demonstrate that this is taking place? E.g. meeting deadlines, completing your allocated tasks on time*

We will have a meeting schedule on a weekly basis. In the meeting, members will discuss with the manager about current progress of the project and the manager will be able to issue a Plan for the following weeks for members to work on. Tracker will contact members regularly to ensure they are not falling behind the plan. Bitbucket is set for all members to have a transparent view of the current progress and group chat is set for asking question and reaching for help at any time.

1. **Group Conflict**

* We will discuss any problems, listen carefully to all points of view and negotiate a solution.

*Where will such decisions be recorded?*

If this discussion occurs in a team meeting, any decisions reached and made will be recorded in the minutes for that meeting, which will be accessible from the BitBucket wiki. Any decisions as a result of discussions made outside of any meetings will be subsequently recorded on Slack, so everyone (even those not present in that discussion) will be aware of what happened.

*How will you demonstrate agreement?*

Each group member will be allowed to express their thoughts on an issue raised within the meeting, to verbally express their agreement or disagreement. Team members can express their opinions on a decision recorded in Slack by adding a reaction to that message.

*When will you escalate conflict to your tutor?*

If a conflict arises within the group that we can’t seem to resolve or move past, then we will immediately contact our tutor concerning it.

1. **Presentation Rehearsal**

* We will ensure that each group member is ready for the Group Demo Rehearsal

*How?*

By having a discussion of the tasks completed by each member every week. This will allow us to assign parts of the Demo to the members responsible for it.

*Provide details of when and where this rehearsal might take place. (Date and Location)*

Online through a Zoom meeting on 10/09/2020.

1. **Task Allocation**

* We will distribute the work fairly and equitably

How will you do this?

We will prioritize team tasks first because that is the key to allocating workloads. We will start at the top of the list and complete work based on how important the task is to the team's goals. If we have a high priority project, and a team member can complete the project, that person should be assigned to that task first.

Specifically, who will do what aspects of the task? E.g. draft, proof…etc.

We would go over each other’s work all the time, and nobody would have sole responsibility for anything.

1. **Deliverables**

*Project or UOS deliverables you will deliver as a team throughout the semester*

|  |  |
| --- | --- |
| Deliverable | Due Date |
| Weekly Project Documentation | Weekly |
| Weekly Code/Feature Work | Weekly |
| First Demo and Presentation | Week 6 |
| First Project Report (Group and Individual) | Week 6 |
| First Client Demo Deployment | Week 7 |
| Final Demo and Presentation | Week 12 |
| Final Product Delivery to Client | Week 12 |
| Final Project Report (Group and Individual) | Week 12 |

1. **Specific Team Rules**

*The following two are compulsory*

* Each team member must enter 2 tickets per week from week 2
* Each team member must inform other members immediately if s/he has to withdraw from the group

*From the following list as a team identify which rules are useful and remove those that are not. Other than the mentioned your team should formulate* ***3 or more rules*** *specific to your team and your teams’ expectations.*

* Each team member must read the wiki daily
* Each team member must be on time to meetings and the weekly tutorial
* A team member must notify the rest of the team if dissatisfied with progress
* A team member must notify the rest of the team as soon as possible if a task they are working on will be late
* Each team member must contribute to the resolution of issues affecting the team when raised on wiki
* Each team member must contribute their coding skills to the best of their ability
* Each team member must be active in their communication on slack
* Actions taken will be decided through consensus.
* All team members will be copied in all communications between the team and client.

1. **Tools and Resources**

*Tools and Resources and their use in the Teams project work*

|  |  |
| --- | --- |
| Tool/Resource | Use |
| BitBucket | Source control and documentation |
| Google Docs | Collaborative writing |
| Slack | Team communication |
| Zoom | Meetings |

1. **Agreement**

*By signing the document, you agree to the above as identified by your team*

*Osama Bin Waseem Osama Bin Waseem*

*Edward Campos Edward Campos*

*Harrison Le Harrison Le*

*Ainslie Scott Ainslie Scott*

*Duy Long Nguyen Long*

*QingLin Wang Twang*

1. **Roles and Strengths**

Note: These roles are flexible for the team’s changing needs throughout the course of the project and semester.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | IT and Engineering-related strengths, knowledge, skills and attitudes that contribute to the project | Roles and Areas of Activity in the project | Key Responsibilities of Role(s) |
| Osama | * Graphic design * Programming * Project management * Communication skills | * Team Leader/Manager * Programmer * Head programmer * Tester * Bitbucket expert | * Dividing the tasks at hand into issues on Bitbucket issue tracker and assigning them equally between the group members based on individual skills. * Reviewing and merging pull requests. * Deciding on and writing tests for new functionality. |
| Ainslie | * Database management * Web development * Programming * Communication * Documentation * Agile processes | * Programmer * Customer * Tester * Document controller * Git expert | * Managing communication with client * Writing code * Deciding on and writing tests for new functionality. |
| Harrison | * Backend Development * Database management/analysis * Graphic design * Communication * Agile Development | * Programmer * Tester * Document controller | * UI/Graphic design for intuitive use. * Writing a range of tests to cover functional requirements. * Writing code to implement functions. |
| Long | * Java, C++, C Programming and Debugging * Linux OS * Database and Application Server | * Tracker * Programmer * Head programmer * Tester * Doomsayer * Document controller * Slack expert | * Building the deliverables and communicating the status of the project to the Leader * Communicating the technical requirements to other developers to reduce project risk |
| QingLin | * Framework design * Requirement gathering * Team organization * OO development * Client communication | * Tracker * Programmer | * Writing meeting minutes * contribute in UI design and development * back end database/ security development |
| Edward | * Java, Python * Database Management and optimisations * Agile Development Methodologies * Data Wrangling, Analysis and Visualisation | * Programmer * Tester * Doomsayer * XP Expert * Document Controller | * Deciding on and writing tests for new functionality. * Assist with user interface design * Assist in managing the BitBucket wiki, |