**Group Agreement and Plan**

**Group Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact information** | **Scheduling Information** |
| Joshua | Email: 104868752@student.swin.edu.au  Disc-.aussieginger  Phone: 0458714282 | Mon, Tue- on campus. Wed free, Work Thursday, Friday. Weekends Free. |
| Melvin | Email: [104339685@student.swin.edu.au](mailto:104339685@student.swin.edu.au)  Discord: melvin0108  Phone: 0466859318 | Mon, Tue- on campus. Work Wednnesday and Thursday, Friday and Weekends Free |
| Luke | Email: [103056462@student.swin.edu.au](mailto:103056462@student.swin.edu.au)  Discord: shrimp332  Phone: 0459326111 | Mon, Tue, Wed, Thursday (on campus) free other days |
| Flora | Email: [104608369@student.swin.edu.au](mailto:104608369@student.swin.edu.au)  Discord: tascord  Phone: 0435 032 418 (Work) / 0490 395 452 (Mobile) | Mon (Campus), Tue (Campus), Wed (Campus) |

**Group name (optional)**

*What will you call yourselves?*

Lukewarm associates

**Group style and roles**

*Who does what and how will you work together? Who will be responsible for submitted deliverables? Who will ask questions on behalf of their group on Canvas discussion boards?*

Luke – Application page

Melvin - Job description page + research. About our group page.

Josh – Page of enhancements. Home page of company + details.

Flora - CSS Theme

**Timeline**

*When do you need to make decisions by? When do tasks need to be done by to make sure you submit on time? (Aim to submit BEFORE the deadline to allow for unforeseen circumstances).*

Rough Draft, Sunday Week 3.

Week 6 Friday. Have final version to account for any errors.

**Communication Plan**

*Decide and document how your group will communicate with each other and collaborate on a regular basis during the project. This could include meeting via Zoom, communicating via a Facebook group, Canvas, using cloud services for shared documents etc. How often and how will you communicate? What are your expectations on others responding to your communications?*

Discord Server to discuss project/ask questions/share rescources.

Saturday 8pm – 1 Hour Check in/Discussion

**On-track behaviours**

*What behaviours will result in great group outcomes?*

**Communication of issues. Asking questions and facilitating an environment where group members feel comfortable asking questions.**

**Off-track behaviours**

*What behaviours would result in group outcomes that aren’t great?*

**Getting distracted. Creating an environment where we are not collaborating and communicating.**

**Resolving tensions**

*How will we resolve tensions/off track behaviour as a group?*

Communicate, discuss issues neutrally. If an issue arises that is too difficult reach out to tutor for mediation.

**Team Expectations:**

|  |  |
| --- | --- |
| **1.** | **Attend all sessions or communicate if a session is not going to be attended.** |
| **2.** | **Attend all meetings or communicate if a meeting will be missed.** |
| **3.** | **Complete assigned responsibilities** |
| **4.** | **Assisting other members if they are in help** |
| **5.** |  |
| **6.** |  |
| **7.** |  |
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