

Group agreement template

Group personnel

Name	Contact information	Communication preference (e.g. call, email, WhatsApp, Canvas)	Other commitments (e.g. work all day Wednesday)
Ta Quang Tung	tunggnut2004@gmail.com	Email, messenger	Work on Wednesday, Thursday, and Sunday
Tran Khai Kiet	trankhaikiet604@gmail.com	Email	Work all day
Vu Minh Quang	namvuv26@gmail.com	email	Work all day
Do Tuan Dat	tuandatdo.03@gmail.com	email	Complete assigned tasks on time, work all day wednesday
Nguyen Ha Huy Hoang	hoangnhhswh00363@fpt.edu.vn	email	Work all time

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Group name

What will you call yourselves? Remember that your team name may be presented to industry partners.

Group 5

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?

Nguyen Ha Huy Hoang will be the team leader, other team members are flexible in their ability and can do jobs from writing to coding. The team leader will submit the deliverables and ask questions on behalf of the team members

Group bonding

What is an activity you can all do together on a regular basis? e.g. Meet at a coffee shop 30 mins at 9 am on Mondays etc.

Our team will use Discord for discussing and host regular meeting every week, the meeting length can be vary based on the content of the discussion and the time can be flexible but Wednesday night will be the regular meeting date.

Protocols for communication, collaboration and team meetings (e.g. times, days, locations, modes)

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 Skype, communicating via a Facebook group, Canvas, using cloud services for shared documents etc.

Discord will be used for regular communication, Messenger will also be used for some team members who are not familiar with Discord, Google Drive will be used for link sharing

On-track behaviours

What behaviours will result in great group outcomes?

Attend regular meetings, finish teamwork dl on time, and read the requirements thoroughly before getting hand on work.

Off-track behaviours

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

Fear of asking questions resulting in mismatching deliverables, late on team deadline

Resolving tensions

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

Team vote or use wheel of random

Team Assignment Framework

Week 3: field trip (all team)

=> take as much picture as possible => team discussion => problem => 3 solutions

Week 4 - 5: assignment 1

=> ensure all team member have the overall idea of the project

Week 6 – 7: assignment 2

• Divide team into 3 groups => each group explain on a problems

Who will do it will depend on the ability of team members

Week7-week10: prototype designing (aim finish at week 9)

Design a prototype as close as possible

Week 11-12: final report writing