**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 |
|  |  |  |  |

**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 flexibe 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**

ð 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**